Meeting Minutes

**Date:** 22th March 2018

**Time:** 1700hrs

**Attendees**

* Prof Kam (Supervisor)
* A.Shafiq Yussaini
* Edwin Peter

**Absentees**

* NA

**Purpose of Meeting**

The fifth meeting is focused on updating our supervisor with regards to the progress of our project. The team wants to show the UI components of our proposed application and also go through the USDA abstract.

**Agenda**

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| --- | --- |
| No | Description of Agenda |
| 1 | Update Prof Kam on new UI elements |
| 2 | Review USDA abstract for the research paper |
| 3 |  |
| 4 |  |
| 5 |  |

**Questions to Raise**

NIL

**Unfinished Business**

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| --- | --- | --- |
| No | Description | Remarks |
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**Notes taken during meeting**

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| --- | --- | --- |
| No | Description | Remarks |
| 1 | Firstly, the team showed Prof Kam our progress of the new UI that we proposed. At this stage, we have yet to fully develop our CRUD functions as the team is trying to have a better understanding of the R and Shiny framework. Prof Kam added that we should include our MBA into our web application since we had already worked on it previously. He has shared some research papers with us to help us have a foundation of knowledge which we could build upon. | Need to make sure that our workflow eventually can tie all of the data together. |
| 2 | The team updated their supervisor with regards to how to store any information that we have captured through our forms in Shiny’s frontend. We have decided to rely on ReadXLS and WriteXLS to help with our database needs as our client’s data is not very large. |  |
| 3 | The team has also showed Prof Kam how we intend to develop our workflow as well as our ER diagrams which will help with the creation of logic for joining tables and data together across multiple datasets. Prof Kam mentions that for now we have to focus more on the core workflow rather than integrating cost analysis into our web application as we are short on time. |  |
| 4 |  |  |
| 5 |  |  |

**New Tasks**

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| --- | --- | --- | --- |
| No | Task Description | Allocated To | Due Date |
| 1 | Continue working on web application – CRUD, data cleaning and how to join data together | Shafiq, Edwin | 29th March 2018 |
| 2 | Start writing content for USDA research paper as well as our poster. | Shafiq, Edwin | 29th March 2018 |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |