Meeting Minutes

**Date:** 5th April 2018

**Time:** 1800hrs

**Attendees**

* A.Shafiq Yussaini
* Edwin Peter

**Absentees**

* NA

**Purpose of Meeting**

The ninth meeting team meeting is used to review what the team needs to do based on our supervisors new comments.

**Agenda**

|  |  |
| --- | --- |
| No | Description of Agenda |
| 1 | Decide on content needed for USDA research paper |
| 2 | Discuss what the next key functions that we need to complete or debug |
| 3 |  |
| 4 |  |
| 5 |  |

**Questions to Raise**

NIL

**Unfinished Business**

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

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| --- | --- | --- |
| No | Description | Remarks |
| 1 | The team first needed to discuss and review how they want to visualize their data. Once we have decided, we then looked into the relevant databases which we needed depending on the visualization that we wished to include into our web application. |  |
| 2 | Finally the team decided on the contents we want to include for our USDA paper, we decided to focus on explaining why there is a need to create a database as well as a workflow diagram. In addition, from our supervisor’s comments, we also decided to include key code snippets which help to enable our web application into our USDA research paper. |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**New Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Task Description | Allocated To | Due Date |
| 1 | Debug MBA and some data manipulation functions | Shafiq, Edwin | 8th April 2018 |
| 2 | Finish USDA Poster | Shafiq, Edwin | 8th April 2018 |
| 3 | Review USDA research paper for submission | Shafiq, Edwin | 8th April 2018 |
| 4 |  |  |  |
| 5 |  |  |  |