Meeting Minutes

# **ISSS608 - Group 2 Covert Reef Meeting Minutes**

## **Project Meeting 1**

**Date:** 15/05/2025

**Time:** 7:30 - 8:00 PM

**In Attendance:** Li Jianyi, Yang Lu

**Agenda Items**

1. Discussion on project topic
2. Action items

**Agenda Item 1: Discussion on project topic**

* Prior to the meeting, the team read the different challenges from [VAST Challenge 2025](https://ieeevis.org/year/2025/welcome) to select our respective preferences.
* The team disagreed to do the challenge as Yang Lu prefers [MC2](https://vast-challenge.github.io/2025/MC2.html), while Li JianYi prefers [MC3](https://vast-challenge.github.io/2024/MC3.html).
* The team agreed on [MC3](https://vast-challenge.github.io/2025/MC3.html) as we thought that through the challenge, we could utilise what we have learned in class and add more insights from our own current knowledge bank.
* The team also informed Audrey on the team’s choice of MC3 as she mentioned she was fine with any topic since she was on medical leave.

**Action Items**

* All members will revisit the MC3 document to identify any gaps in understanding the knowledge graph’s structure and content.

## **Project Meeting 2**

**Date:** 24/05/2025

**Time:** 3.45 - 4:15 PM

**In Attendance:** Li Jianyi, Yang Lu, Audrey

**Agenda Items**

1. Sharing our work progress for MC3
2. Division of tasks for Project Proposal

**Agenda Item 1: Sharing our work progress**

* Yang Lu is completing Question 1. Audrey is completing Questions 2 and 4.
* Jianyi will work on Question 3 and attempt other Questions if he has the time.

**Agenda Item 2: Division of tasks for the project.**

* The team agreed to complete their assigned questions and attempt to complete other questions as much as possible if they have the time.
* The team will refer to the project requirements and seniors’ work for references.

## **Project Meeting 3**

**Date:** 02/06/2025

**Time:** 8.00 - 8:30 PM

**In Attendance:** Li Jianyi, Yang Lu, Audrey

**Agenda Items**

1. Division of tasks for the project.
2. Action items

**Agenda Item 1: Division of tasks for Project**

* We decided to focus on the most urgent component, which was the project proposal due on **8 June 2025**.
* Jianyi will cover the Shiny and Netlify setup.
* Yang Lu and Audrey will cover the Meeting Minutes and Project Proposal.

**Agenda Item 2: Action Items**

* Jianyi will help the team to push the Project Proposal to GitHub after Yang Lu and Audrey finish the Meeting Minutes and Project Proposal.

## **Project Meeting 4**

**Date:** 07/06/2025

**Time:** 2.45 - 4:35 PM

**In Attendance:** Li Jianyi, Yang Lu, Audrey

**Agenda Items**

1. UI storyboard template and format
2. The distinction between Take-home Exercise 3 and the group project deliverable
3. GitHub branching & collaboration workflow

**Agenda Item 1: UI Storyboard Template & Format**

**Template Style**

* Adopt a clean “dark-blue” or similar professional colour palette to be consistent with the theme of the project.
* Use consistent title headers, footers, and navigation bar mock-ups.
* Print-screen of each implemented UI page
* Capture one overall shot of each primary view in the app, such as the homepage, the detail page, and the filter/control panel, so the storyboard illustrates the full user journey.

**Agenda Item 2: Distinction Group Project Website (Covert Reef)**

* Static homepage summarizing group methodology, team introduction and proposal.
* May include embedded visuals, but not required to be Shiny.
* Shared Netlify site under group account
* GitHub repo link for group deliverable (proposal, poster, minutes).