

## Group 4 – Minutes of Meeting

### Project Deliverables and Assignments

Deliverable	Assigned Member(s)
Project Website	Marga Thura (MT)
Minutes of Meeting	Peng Hsiao Yuan (Peng)
Poster	Peng
Peer Evaluation	Peng / MT
User Guide	Peng / MT

### Meeting 1 – June 24, 2025

#### Main Topics Discussed:

- **Shiny App Development:**
  - Initial focus is on writing the backend code.
  - Updates to be done by Marga after code is in place.
- **Hosting Update:**
  - Discussed Netlify as the deployment platform for the Shiny App interface.

#### Assigned Tasks (To Be Completed by June 28):

- **Task 1 & 3:** Assigned to Marga Thura
- **Task 2:** Assigned to Peng Hsiao Yuan

#### Data Preparation:

- Present all datasets used in the analysis in clear tabular format.

#### Support Materials:

- Use *Shiny Cheat Sheets* for reference on UI functions.

#### Development Workflow:

1. Build the entire UI layout based on the initial project proposal.
2. Hold internal discussions for further UI/UX improvements.
3. Ensure the UI is intuitive and aligned with user needs.

## Meeting 2 – June 25, 2025

### Progress Updates:

- **Marga:** Task 1, Task 3, and data section implementation.
- **Peng:** Task 2 and storyboard development.
- **Poster Design:** To be handled by both.

### Task Prioritization:

1. **Code and Content Development**
2. **Storyboards & Data Curation**
3. **Poster Design**

## Meeting 3 – June 28, 2025

### Progress Updates:

- **Error Fixing** – Empty Data
- **Connecting to Git** – Pull/Push the data - Marga
- **Shiny App Layout design** – Searching by Both

### Task: In-progress

**Design Layout** – Shiny App Theme and refining graph colors

**Dashboards:** Summary Information

## Meeting 4 – June 30, 2025

### Progress Updates:

Quarto websites: Done

Shiny App: Done

Poster: Done

Dashboards: Done

User Guide: Done