**Group 4 – Minutes of Meeting**

### **Project Deliverables and Assignments**

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| **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