**Minutes of Meeting**

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| **Agenda** | Project Topic Discussion |
| **Date** | 14 Jun 2023 |
| **Time** | 2130h – 2300h |

**Participants**

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| **S/N** | **Name** | **Abbreviation** |
| 1 | Tan Yu Yan Rachel | RTan |
| 2 | Yap Pin Yaw | YPY |
| 3 | Abhishek Singh | Abhi |

**Meeting Notes**

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| **S/N** | **Discussions** |
| 1 | **Phase 3 discussion about project**  The team gathered to review the work done on Takehome Exercise 3 and identify areas for improvements to prepare for the MC3 Challenge.  After careful consideration, we chose to tackle MC3 instead of MC1 last week. This decision was primarily driven by the dataset provided for MC3, which we unanimously agreed we could better utilize to generate compelling solutions. For the Takehome Exercise, each team member was responsible for a specific question and was tasked with crafting appropriate solutions.  RTan is tackling MC3 Challenge 3 using tools such as Tidytext and various other packages. She has been able to develop multiple solutions that shed light on the relationships between nodes and edges. In addition to this, RTan has agreed to start working on the poster to effectively manage our time and ensure our R shiny project is as user-friendly as possible.  YPY is addressing MC3 Challenge 2. He is employing network analysis to identify and group similar businesses. YPY is focused on creating diverse network graphs and understanding the relationship between the most commonly used words in the product services. Concurrently, YPY will also begin development on the Shiny application, allowing us to integrate the best graphs in a stepwise manner, preventing application crashes.  Abhi is engaged with MC3 Challenge 1, utilizing EDA to understand and detect anomalies within the business groups. He is working with different graphs to understand the interconnections between various companies and their trades. Additionally, he is analyzing the revenue and the degree of connectivity between nodes and edges. Parallel to this, Abhi will also be working on the website.  Our plan for creating the User Guide and the major parts of the poster is to start during the last week, once we have made significant progress on the Shiny app and all team members have reached a consensus on the graphs to be integrated. This will make our model more user-centric.  Our team has a solid roadmap for the next two weeks, along with individual tasks clearly defined. The entire team is in agreement with this plan and we believe we are heading in the right direction. |
| 2 | **GitHub and Netlify**  The entire team has agreed on a strategy for updating their work on Takehome Exercise 3. Everyone will first make updates to their individual Github repositories. After this, we will convene and combine the best parts of everyone's work. Updates will subsequently be made to the main product Github page and Netlify as per the compiled revisions. This unanimous decision didn't draw any objections or additional comments from team members. |

**Conclusion**

The team is agreeable to the methods suggested as well as the work allocation portion for the shiny application. The team can start on the coding part, poster, website simultaneously.