**Minutes of Meeting**

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| **Agenda** | Project Topic Discussion |
| **Date** | 23 June 2023 |
| **Time** | 2030h – 2230h |

**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 | **Final Phase of project**  Abhi presented the description of the project with inputs by RTan & YPY. RTan emphasized that the main objective of the project is to create a Shiny application but at the same time answering to the questions posted in under MC3 Vast Challenge. Abhi to continue to edit on the paragraph to make it more suitable in answering both the challenge questions as well as bringing up the usage of the application. |
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| 2 | **Poster**  RTan has done the first draft of the poster. The team discussed on what information to be included in the poster. YPY mentioned that the poster will be better to focus on answering the MC3 mini questions with screenshots from our Take Home Exercise3. As the application is mainly allowing the user to change the variable to test out the scenarios, the poster should focus on the steps of analysis to answer the questions instead of gaining it from the application. RTan & Abhi agreed on the idea, and the team has discussed to use text analysis on supporting the words filtering for the subsequent network graphs. |
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| 3 | **Shiny Application**  YPY presented the first layout of the application with 2 examples. YPY set the best practices on adding onto the application code such that the collaboration between the teammates would be successful. RTan agreed on the best practices of adding lines to differentiate each teammate’s code. In addition, RTan suggested to add in a variable\_names notebook to record all the variable names such that the team doesn’t clash on using the same variable name.  Task allocation are as of below: Abhi – EDA  RTan – Text Analysis YPY- Network Graph |

**Conclusion**

The team agreed to work on each allocated tasks on the shiny application and reconnect on Wednesday. The sample guide to follow through right after the completion of the application.