Meeting Minutes

**Date:** 15th March 2018

**Time:** 1700hrs

**Attendees**

* Prof Kam (Supervisor)
* A.Shafiq Yussaini
* Edwin Peter

**Absentees**

* NA

**Purpose of Meeting**

The fourth meeting would be to update our supervisor with regards to how we want to continue the project. We will also highlight that we want to build a web application using Shiny for R for our client during the meeting.

**Agenda**

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| --- | --- |
| No | Description of Agenda |
| 1 | Update Prof Kam on new Shiny App |
| 2 | Ask whether if it is okay for the team to focus on building a web app on Shiny for the Practicum |
| 3 |  |
| 4 |  |
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**Questions to Raise**

NIL

**Unfinished Business**

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| --- | --- | --- |
| No | Description | Remarks |
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**Notes taken during meeting**

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| No | Description | Remarks |
| 1 | The team mentioned that we would like to use Shiny as a web app for the client. We intend to put a form input based on a business requirements for the user to key in and we hope that in the long run this data that the client have collected will be useful for them to derive meaningful insights.  Prof Kam mentioned that it is a good direction for us given that our dataset is limiting, and he has shared some research papers for the team to look at to have a better understanding of how to deploy or create such a solution.  And end-to-end solution, where R Shiny is able to capture and tidy the data for analysis would be a good direction for the team. | CRUD on Shiny |
| 2 | There was also a discussion with regards to the database or how we want to store our data. The team initially thought of using SQL but our supervisor suggests that we store the data in a CSV file or in SQLite as R has a package for SQLite. | Use CSV or SQLite. CSV is for short-term, SQLite if we are looking at long-term |
| 3 | There are a few key points for the team to take-away:   1. Show how we use Shiny to capture the data 2. Show how we use R to clean the captured data 3. Use Shiny to look at the clean data 4. Use at least one analysis for the data   Our supervisor also advised the team to focus more on the end-to-end solution first rather than thinking about how to do the analysis. |  |
| 4 |  |  |
| 5 |  |  |

**New Tasks**

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| No | Task Description | Allocated To | Due Date |
| 1 | Work on UI to add data | Shafiq, Edwin | 18th March 2018 |
| 2 | Work on a database to store the data | Shafiq, Edwin | 18th March 2018 |
| 3 | Work on R to be able to pull and display clean data on the Shiny UI | Shafiq, Edwin | 18th March 2018 |
| 4 | Update UCDA abstract (due to change of focus) | Shafiq, Edwin | 18th March 2018 |
| 5 |  |  |  |