Meeting Minutes 2: Final Project Submission Update & Review

Date: April 14, 2025
Time: 1.30 PM
Attendees: TOH Rui Chen, Chamus CHEW Yat Weng, Jernic YEO Jun Zhi
Subject: Finalization of QGIS Solar Farm Analysis Project Deliverables

Agenda Items Discussed

1. Submission Components Finalization

a. Meeting Minutes Documentation

- Reviewed and finalized all previous meeting minutes for clarity, completeness, and formatting consistency.

- Decided to include all minutes as part of the appendix in the final report submission.

- Chamus assigned to compile and format all minutes into a single PDF document.

b. Project Artifacts

- Confirmed the inclusion of the following items as core artifacts:

    - QGIS project files (.qgs)

    - Processed datasets (e.g., land use polygons, slope, aspect, solar radiation)

    - Code scripts used for data preparation and visualization

    - Maps and analysis outputs

- Rui Chen ensured all QGIS outputs were properly labeled and exported.

- All datasets were cross-verified for source referencing and accuracy.

c. Project Website (Quarto)

- Jernic completed final formatting and design of the project website.

- Confirmed all required sections were included: Introduction, Methodology, Analysis, Findings, Reflections, and References.

- Interactive visualizations embedded successfully.

- Website published and link submitted to the assignment portal.

d. Peer Evaluation for Other Groups

- Group discussed evaluation criteria (e.g., clarity, technical depth, visual design, innovation).

- Each member assigned to evaluate one peer group project fairly and independently.

- Evaluation forms to be submitted individually via the school portal by tonight.

2. Final Quality Checks

- Ran through a checklist of deliverables against the assignment brief.

- Verified file naming conventions, versioning in GitHub, and metadata completeness.

- All materials uploaded to shared GitHub repository and backed up on cloud storage.

3. Reflections and Wrap-Up

- Team reflected on project experience, challenges, and key learning outcomes:

    - Improved proficiency in QGIS and spatial analysis

    - Experience using GitHub for team collaboration

    - Exposure to real-world data handling and solar energy planning

- Noted strong teamwork and communication throughout the project