

# 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 (.qgz)
  - 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