ISSS608 VISUAL Group 10 Meeting minutes 04.04.25

MINUTES OF VISUAL ANALYSIS PROJECT MEETING ON 4 APR 2025 VIA MICROSOFT TEAMS.

Present:

* JEREMY JUNPENG LIU – Member
* DING HONG YAN – Member
* JEOUNGHYUN KIM – Member (Leader)

Absent with Apologies:

- None

## INTRODUCTION

1. The 04/04 VISUAL Project Meeting commenced from 1930PM to 2230PM.

## Objectives:

1. ITEM 1: Integrating Individual Shiny Apps

Each member has developed a Shiny application focusing on different aspects of the project:  
- JEREMY: Time series modeling and visualization of accident trends.  
- HONGYAN: Exploratory visual analysis with interactive filters.  
- JEOUNGHYUN: Predictive modeling and scenario simulation interface.  
  
During the meeting, the team discussed how to integrate these apps into a single modular Shiny application. The team agreed to use a tabPanel structure within a unified `ui.R`, allowing each member's module to remain functionally independent but accessible through a common interface. The group also worked on organizing the shared server logic and harmonizing variable names and reactive data structures to ensure smooth interoperability. A GitHub repo was used to coordinate the merging process, and responsibilities for debugging inter-module interactions were split equally.

1. ITEM 2: Designing the Project Webpage

The team started designing the layout and visual branding for the Netlify-hosted site.  
- JEREMY presented a draft layout using a clean and modern theme, and proposed sections for Introduction, About the Data, Methodology, and Dashboard.  
- HONGYAN suggested adding an “Insights” section for key takeaways and data-driven observations.  
- JEOUNGHYUN worked on embedding the Shiny app within the site and customizing the navigation bar for clarity and aesthetics.  
  
The team agreed on a minimalist color scheme and emphasized user-friendliness. The site will be published using GitHub Pages with Netlify integration to ensure version control and deployment automation.

1. ITEM 3: Drafting the User Guide

A significant portion of the meeting was spent planning and drafting the user guide. The guide aims to walk end-users through the app functionalities and help them interpret the outputs correctly.  
- HONGYAN volunteered to draft a step-by-step walkthrough of how to interact with filters and visualizations.  
- JEREMY will write explanations for the time series forecasts, including definitions of prediction intervals and assumptions.  
- JEOUNGHYUN will document the predictive model’s logic, including input requirements and interpretation of results.  
  
The user guide will be written in markdown format and included both in the GitHub repo and on the website. A brief video demo was also proposed to complement the textual guide.

## CONCLUSION:

With all key tasks discussed and responsibilities assigned, the meeting ended at 2230PM.

## Action Items & Next Steps:

- Complete integration of Shiny modules into a single app by April 6.

- Finalize first version of the website and deploy.

- Submit draft user guide for internal review before next meeting.

- Next Meeting: 8 April 2025

Recording Secretary  
JEREMY JUNPENG LIU

Recorded by:  
DING HONG YAN

Vetted and cleared by:  
JEOUNGHYUN KIM,  
JEREMY JUNPENG LIU

Distribution:  
All project members  
Dr. Kam Tin Seong