SMT201 Group 5

Meeting Minutes  
09 October 2023

**Opening**  
Meeting was called to order at 2000hrs on 09 October 2023 in SMU SOE/Zoom by Seah Chi Hao.

**Present**  
Seah Chi Hao  
Lim Zi Yuan Wilfred  
Marcus Tan (Zoom)

**Absent**  
*None*

**Approval of Agenda**The agenda was unanimously approved as distributed.

**Approval of Minutes**The minutes of the previous meeting were unanimously approved as distributed.

**Business from the Previous Meeting**  
Understanding project requirement:  
Each member did some rough research and shared their understanding of each theme’s requirements. Wilfred compiled all the research done into a singular document.

Establish project timeline:  
Chi Hao created a project Gantt chart, and everyone discussed the proposed timeline of our project.

Creating a shared project folder:  
To aid collaboration, Chi Hao created a shared folder on one-drive, project GitHub as well as a Canva project for the poster.

Getting Data needed:  
Collectively added data to a folder that we might use, and labelled data set according to themes.

Decide on Theme Postponed:  
Wilfred suggested we decide on the theme for our project by the end of this meeting, but Marcus suggested that we should do more research and look into each other’s research and insights to get a better understanding of each theme before finalising. Everyone unanimously agreed with Marcus.

Create project website:  
Wilfred pointed out that project website is due, and we overlooked the deadline. Chi Hao created the project website with a very simple outline and layout. The site is well and running but have problem of automated update upon edit. The team agreed to just publish the site manually.

Consult prof on website automation issue in class:  
Marcus suggested to consult Prof during class break regarding problem faced on website automated publishing issue.

**New Business**  
Deciding on Project Theme:  
Everyone shared opinions on each theme and added individual research done to the compiled list.  
Everyone unanimously agreed on Theme 2 keeping Theme 1 in view, as we are able to incorporate Theme 1 to help us with better analysis for Theme 2. The use of remote sensing data to see if our analysis of the accessibility of evacuation and medical centre before the flood is reflected in the actual even of the flood.

Deciding on data needed:  
We have some data previously and we decided that we might need more data, but we are researching more about what data is possible for us to consider. Mainly looking at more satellite data.

**Additions to the Agenda***None*

**Agenda for Next Meeting**  
Determine and finalise datasets to be used:  
Think about what analysis we want to conduct and what datasets we will need for that and research any other potential take on the project.

Establishing a methodology:  
Come up with a methodology and consult with prof if the approach is feasible.

**Adjournment**  
Meeting was adjourned at 2200hrs by Marcus Tan. The next meeting will be decided later, each member is focusing on Take Home 2 assignment.

**Minutes submitted by:** Seah Chi Hao

**Approved by:** All members