Date: 12th January 2015

**Members Present:**

Cristiano Cardoso Maia, Jade Van Nelson, Kateryna Vyshnyak, Veeraj Bhura

Time: 11:00 am – 13:00 pm

**Minutes**

|  |  |
| --- | --- |
| Time | Items/Actions/Discussions |
| 11-13 | Today we are going to show Syed the start schema so that we can get the sign of to move to stage four, Cristiano is assigning tasks to all group members so that we can move to stage four which will be the start of the coding for our data warehouse. Jade and Veeraj are concentrating on getting the report updated while Cristiano and Kateryna are finishing up the star schema so that as a group we can start coding together. |

**Task Allocation**

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| --- | --- | --- |
| Task | Person Responsible | Delivery Date |
| Finalized ERD diagram  Finalizing start schema  Assign coding tasks to group | Cristiano Cardoso Maia | 14th January 2015 |
| Finalized ERD diagram  Finalizing start schema  Start coding task assigned | Kateryna Vyshnyak | 14th January 2015 |
| Finalize report and correct errors identified by group  Start coding task assigned | Jade Van Nelson | 14th January 2015 |
| Finalize report and correct errors identified by group  Update meeting notes  Start coding task assigned | Veeraj Bhura | 14th January 2015 |