Date: 07th November 2014

**Members Present:**

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

Time: 9:00 am – 10:30 am

**Minutes**

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| Time | Items/Actions/Discussions |
| 9:00 – 9:45 | Reviewed the completed work from the past week. The group discussed about each other efforts on collecting the information necessary for part I and II of the Report. Cristiano has collected all the necessary information for the Introduction part. Jade, Kateryna and Veraj have all contacted some Middlesex employees, but were not able to collect any relevant information. |
| 9:45 – 10:15 | Group has brainstormed what internal and external entities should be considered for the Entity Relationship Diagram and the Data Flow Diagram. |
| 10:15 – 10:30 | It was decided that each group member would do some research on ERD for Marketing and create a full Entity Relationship Diagram (including normalised entities with attributes and the relationships) for MDX Marketing Department.  We will all use the same online tool (<https://www.draw.io/>) to make sure their work can be merged with the other group members.  Save As **.xml** file with your name to the *\BIS3214\docs\Report\2.Analysis of Operational Systems and Data Sources (20 marks)* GitHub folder. |

**Task Allocation**

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| Task | Person Responsible | Delivery Date |
| Create a full Entity Relationship Diagram (including normalised entities with attributes and the relationships) for MDX Marketing Department.  Upload the **.xml** file to GitHub before the next meeting. | Cristiano Cardoso Maia  Jade Van Nelson  Kateryna Vyshnyak  Veeraj Bhura  Zulekha Anwar | 12th November 2014 |
| Upload last meeting minutes to GitHub using this format. | Veeraj Bhura | 12th November 2014 |