Date: 12th November 2014

**Members Present:**

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

Time: 10:00 am – 12:00 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 creating an Entity Relationship Diagram. Cristiano will be responsible to merge his own work (which was approved by Joanna) with Jade attempt. |
| 9:45 – 10:15 | Group has being trying to make sure every GitHub client works fine. Cristiano and Jade managed to get the system working on their own laptop. Jade has also configured it for Kateryna and Veeraj laptop. |
| 10:15 – 10:30 | We have agreed that we are on schedule with the chronogram. Each member will complete the allocated task below and revise last weeks lecture before the next lab session on Monday, 17/11/2014. |

**Task Allocation**

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| Task | Person Responsible | Delivery Date |
| Merge both his own ERD with Jade attempt.  Find out if we need to create a DFD and a Determinacy Diagram for the coursework.  Update Minutes/Agenda. | Cristiano Cardoso Maia | 19th November 2014 |
| Definition, advantage and disadvantages of the following:   * Entity Relationship Diagram * Data Warehouse | Kateryna Vyshnyak | 19th November 2014 |
| How Kateryna’s research and the diagrams created relates to the University Objectives, Values and Mission. | Jade Van Nelson  Veeraj Bhura | 19th November 2014 |
| Upload first week minutes with the updated layout | Veeraj Bhura | 19th November 2014 |