

**5/10/24**

**Attended By:** Faisal Areefin, Kathy He, Jude Pierre, Jianhao Jin, Matthew Robles, Jamal Siddiqui, Osvaldo Talavera.

**Absences:** None.

**Agenda:** To look through the project, start some aspects, and discuss submission details.

Meeting Description: Faisal initiated the discussion by outlining the progress on the ERD diagram and the setup of necessary tables and columns. He shared the database backup file and announced that he would distribute the database so that each member could replace their existing backup with the updated version. He also shared a link to the ERD diagram for further reference. The group then discussed how we would handle the final submission. Initially, Osvaldo suggested Google Drive, but we all agreed upon Kathy's suggestion to use Dropbox. We discussed the need to assign everyone specific parts to do, Jude created an Excel spreadsheet so everyone could choose what elements of the project they would work on. We wrapped the meeting up with a reminder to stay aware of the initial due date.

**5/12/24**

**Attended By:** Faisal Areefin, Kathy He, Jude Pierre, Jianhao Jin, Matthew Robles, Jamal Siddiqui, Osvaldo Talavera.

**Absences:** None.

**Agenda:** Discuss the assignment of tasks to each member, address the JDBC, and set deadlines and goals.

The group looked at the spreadsheet Jude made and confirmed that every task of the project was accounted for. When we confirmed that all the operational procedures, table procedures, and testing queries had someone responsible for them, we moved on to their execution. Faisal brought up the JDBC and shared the JDBC that he had been working on for a few days. He tested it for the group, and we all agreed to use it. He proposed that Kathy could collect everyone's contributions. He also provided links to the shared To-do list and the initial draft of the PowerPoint slides. We ended the meeting with a focus on getting the work done over the next few days.

**5/14/24**

**Attended By:** Faisal Areefin, Kathy He, Jude Pierre, Jianhao Jin, Matthew Robles, Jamal Siddiqui, Osvaldo Talavera.

**Absences:** None.

**Agenda:** Evaluate the progress of the project's technical components, start discussing project management strategies, and plan the compilation of the final submission.

This meeting was to discuss our progress on the project's technical elements. Specifically involving the database, stored procedures, and testing queries. Over the past few days, group members sent their work to our collective group workspace so that we could collaborate and test each other's work. Faisal updated the group that he had successfully integrated almost all the necessary stored procedures into the database, with only a couple left, which were addressed and worked on by Jamal and Matthew by the end of the day. It seemed that everyone was on track and making progress with the technical side of things. We slightly discussed the project management side, reminding each other to start working on To-Do lists and maintain a general timeline. The meeting adjourned with us discussing the compilation of the final submission.

**5/16/24**

**Attended By:** Faisal Areefin, Kathy He, Jude Pierre, Jianhao Jin, Matthew Robles, Jamal Siddiqui, Osvaldo Talavera.

**Absences:** None.

**Agenda:** A final review of all project aspects.

This meeting effectively served as a final check to ensure that all aspects of the project were accounted for in their presentation. The team discussed the importance of accurately representing the data and the steps they had taken throughout the project, ensuring that the presentation would be comprehensive and well-prepared for submission. We ended this meeting by compiling all the work and documents, finishing up the slides, recording everything, and getting ready to submit everything. It was mostly focused on the project-management side of things rather than the technical side, to deliver a final product.