**GROUP ASSIGNMENT – MEETING MINUTES**

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| **Module Name** | CSCK541 August 2025 A |
| **Assignment Name** | Record Management System Project |
| **Assignment Due Date** | Monday, 13 October 2025, 11:59 PM |
| **Team Name** | Group A |

Please, list your team members’ names in the table below and their respective roles.

Depending on the project, roles could be represented by specific tasks (i.e., tests/reviews), sections (i.e., poster sections), or anything else that explicitly identifies what each member is assigned to.

This document can be used for both synchronous (live/ real-time) and asynchronous collaboration.

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| **Full Name** | **Role / Tasks** |
| Madiyah Khan | Project Manager / Tester (UAT, meeting minutes, final report) |
| Luis Roberto Torres Salazar | Programmer (backend CRUD, persistence, unit tests for backend) |
| Karina Rodriguez | GUI / UX Designer (GUI build, unit tests for GUI) |
| Brian Cherry | Has not responded to any messages |

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| **1. Meeting info** | | | |
| **Date of Meeting (or reporting deadline)** | 21 September 2025 | **Time [UK] (or reporting deadline e.g. 23:55)** | 11:59pm |
| **Location (VLE, Teams Chat for asynchronous)** | Teams | **Minutes prepared by** | Madiyah Khan |

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| **2. Meeting Objective (task completion, challenges, future tasks)** |
| * Confirm team roles and responsibilities. * Agree on storage format and overall architecture. * Set up GitHub repository and project skeleton. * Establish deadlines/milestones aligned with final submission. * Allocate initial tasks for Phase 1 (Setup & Planning). |

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| **3. Attendance (or reporting progress from team members within 24h window before deadline)** | |
| **Full Name** | **Present (reported) / Not present (did not report) / Sent apologies** |
| Madiyah Khan | Present |
| Luis Roberto Torres Salazar | Present |
| Karina Rodriguez | Present |
| Brian Cherry | Not present |

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| **4. Agenda and Notes, Decisions, Issues** | | |
| **Topic** | **Owner** | **Notes** |
| Confirm roles | All | Roles agreed: Madi (PM/UAT), Luis (Programming), Karina (GUI/UX). All members contribute to testing. |
| Storage format | Roberto | Team agreed on using **JSON** for record persistence due to readability and ease of debugging. |
| Repo setup | All | GitHub repo to be created and shared with all members. Branching strategy: main branch protected, feature branches for development. |
| Project skeleton | All | Skeleton code will include models.py, storage.py, gui.py, main.py, and tests/ folder. |
| Commit guidelines | All | Commits must follow PyInstaller commit message standards. Example format shared. |
| Milestones | Madiyah | Agreed on four phases: Backend (29 Sept), GUI (6 Oct), Finalisation (10 Oct), Submission (13 Oct). Meeting minutes to be completed at each milestone. |
| *The “Notes” column should include a summary of the discussion had about the topic and any decision taken.* | | |

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| **5. Action Items** | | |
| **Action** | **Owner** | **Due Date** |
| Create GitHub repository and invite members | Roberto | 22 Sept 2025 |
| Upload project skeleton files (basic structure) | Roberto | 22 Sept 2025 |
| Draft Meeting Minutes #1 and circulate for approval | Madiyah | 22 Sept 2025 |
| Research tkinter form templates for GUI design | Karina | 25 Sept 2025 |
| Prepare basic CRUD functions (console version) | Roberto | 29 Sept 2025 |
| *The “Action” section must include the action(s) that the “Owner” (the student assigned to complete the action) must complete by the due date.* | | |

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| **6. Next Meeting (or reporting deadline)** | | | |
| **Date** (DD/MM/YY) | **29/09/25** | **Time [UK]** (HH:MM) | **20:00** |
| **Location** | Teams | | |
| **Objective** | Review progress on backend CRUD development and storage persistence; confirm next steps for GUI development. | | |
| *Unless this minutes refers to the last one before submission, students need to identify date, location and objective of the next meeting/ reporting deadline before concluding the current meeting/ reporting deadline.* | | | |

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| A copy of this document **MUST** be included in your final submission.  The assessment will take into account these documents: you must ensure they are updated and accurate. In case of inconsistencies, please discuss them with your peers before submitting it. If these documents result inconsistent and differ among submissions, the final grade will be negatively affected (poor engagement). |