

## MEETING WEEK 1 NOTES

**Date:** August 27, 2025

**Time:** 10:00 AM - 10:40 AM

**Location:** LEEPS Atrium

**Objective:** Initial discussions about the project vision plan and assigning roles.

**Team Members Present:** Ashton, Nick, Yadhunath, Sean, Cole

### Task Completion Confirmation:

- Self-Introduction and discussed strengths and weaknesses.
- Assigned roles among the team members and responsibilities.
- Chose MySQL as the Database Platform used for our project.
- Discussed some innovative names for our projects.

### Tasks Allocated:

- **Nick:** Project Lead/Primary contact for the project. Would be checking the project workflow and would be helping in Database development.
- **Ashton:** Deployment lead who makes sure that our projects are correctly deployed to the GitHub Repository and would be troubleshooting deployment related issues.
- **Yadhunath:** Lead Data Engineer, who would be responsible for data processing and loading to the database and would be maintaining the meeting logs for the project.
- **Sean:** Quality Engineer, who would be reviewing for consistency in the database, debugging and running constant test cases to maintain data warehousing accuracy.
- **Cole:** Data administrator, who would administer the flow of data, data accuracy, and ensure data security.

### Follow-Up Actions:

Schedule the next meeting for September 3, 2025, at 12:00 PM to review and finalize the project vision plan and discuss next steps.

## MEETING WEEK 2 NOTES

**Date:** September 3, 2025

**Time:** 12:00 PM - 12:50 PM

**Location:** LEEPS Study room 2322

**Objective:** Working on the Vision plan documentation, and initial commits to the github.

**Team Members Present:** Ashton, Nick, Yadhunath, Sean, Cole

### Task Completion Confirmation:

- Decided the name for our project: ASYNCLib
- Created the template for the Vision Plan for the project and assigned roles for editing the document
- Brainstormed some ideas on how we can design the database and notes some valuable inputs.
- Initialized the first commit to GitHub with the documents and meeting notes.

### Tasks Allocated:

- **Nick:** Create the team profile and contribute to the vision statement, and scope statement.
- **Ashton:** Contribute to the team profile, vision statement, scope statement, and will also be deploying the project into the github repository.
- **Yadhunath:** Contribute to the team profile, vision statement, and scope statement.
- **Sean:** Contribute to the team profile, vision statement, and scope statement.
- **Cole:** Contribute to the team profile, vision statement, and scope statement.

### Follow-Up Actions:

Schedule the next meeting for September 12, 2025, at 12:00 PM to finalize the project vision plan and get started with the Database requirements documentations.

## MEETING WEEK 3 NOTES

**Date:** September 23, 2025

**Time:** 12:00 PM - 12:50 PM

**Location:** LEEPS Atrium

**Objective:** Working on the Database requirements documentation, and commits to the github.

**Team Members Present:** Ashton, Nick, Yadhunath, Sean (Online), Cole

### Task Completion Confirmation:

- Discussed the Data Entities and tables required for the database. And also we went through the possibility
- Created the template for the Template for the Database requirement document and started working on the Documentation.
- Created a rough sketch of the relation tables, attributes, and their relation between each other, which will be finalized in the next meeting.
- Completed the Project Overview, Scope statement, and Stakeholder requirements.

### Tasks Allocated:

- **Nick:** Create the Database requirement document and start working on the Functional requirements and Data Entities.
- **Ashton:** Work on the introduction and scope statement, and contribute insights for the Functional requirements.
- **Yadhunath:** Work on the Stakeholders' requirements, and contribute insights for the Non-functional requirements.
- **Sean:** Work on the Data Entities section and create a rough sketch of different relational tables and its attributes.
- **Cole:** Worked on the Hardware and Software requirements, and will also be contributing for the Non-functional requirements.

### Follow-Up Actions:

Schedule the next meeting for September 26, 2025, at 12:00 PM to finalize the database requirements and get started with the Conceptual Modeling documentations.

## MEETING WEEK 4 NOTES

**Date:** September 26, 2025

**Time:** 12:00 PM - 12:50 PM

**Location:** LEEPS Atrium

**Objective:** Working on the Database requirements documentation, and final commits to the github.

**Team Members Present:** Ashton, Nick, Yadhunath, Sean, Cole

### Task Completion Confirmation:

- Discussed further regarding the entity requirements, and refined the relation tables and its attributes that will be used for the Library database.
- Datatypes, Primary Keys, and Foreign Keys for each attribute were confirmed to ensure seamless inter-entity relationships.
- Confirmed the datatypes of each attribute, along with the Primary and Foreign Keys, to ensure seamless relationships between entities.
- The document contents have been finalized, and efforts have been made to refine the styling and polish the documentation's verbiage.

### Tasks Allocated:

- **Nick:** Finalize and polish verbiage in the Functional requirements and Data Entities section of the document.
- **Ashton:** Finalized and polish verbiage in Introduction and scope statement, and make final commit to the github before submission.
- **Yadhunath:** Finalize and work on the Stakeholders requirements and Data Entities Section for the document, and complete the Meeting notes for this part of the project.
- **Sean:** Finalize Data Entities section and import the data entity table with its desired attributes and keys into the document.
- **Cole:** Finalize the Hardware and Software requirements section, and Non-functional requirements section.

**Follow-Up Actions:** Schedule the next meeting for September 29, 2025, at 12:00 PM to start working on the conceptual modeling documentation.