

## 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.

## MEETING WEEK 5 NOTES

**Date:** October 1, 2025

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

**Location:** LEEPS Atrium

**Objective:** Working on the Conceptual Model documentation, and ER diagram.

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

### Task Completion Confirmation:

- We started with designing the ER diagram with the tables created from the Database Requirement document.
- Datatypes, Primary Keys, and Foreign Keys for each entity to ensure seamless inter-entity relationships.
- Modified the datatypes of each attribute, along with the Primary and Foreign Keys, to ensure seamless relationships between entities.
- The document contents have been created which will be worked on and completed by the next meeting.

### Tasks Allocated:

- **Nick:** Create the ER Diagram project in draw.io and start working on documenting the Project overview and Scope.
- **Ashton:** Work on the ER Diagram, and verifying the relation between each entity.
- **Yadhunath:** Work on the ER diagram, and contribute insights for defining the attributes of each table.
- **Sean:** Work on the ER diagram, and contribute insights for defining the attributes of each table.
- **Cole:** Work on the ER diagram, and contribute insights for defining the relationship between each table and the attributes.

**Follow-Up Actions:** Schedule the next meeting for October 3, 2025, at 12:00 PM to finalize conceptual modeling documentation and the ER diagram

## MEETING WEEK 5 NOTES

**Date:** October 3, 2025

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

**Location:** LEEPS Atrium

**Objective:** Complete working on the Conceptual modeling documentation, and ER Diagram with accurate information.

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

### Task Completion Confirmation:

- We worked further designing the ER diagram that we started working on the previous meeting and almost completed it. And also completed the documentation
- Worked on refining the datatypes, Primary Keys, and Foreign Keys for each entity to ensure seamless inter-entity relationships.
- Discussed the multiplicities of each entity in relation to their interconnectedness and collectively agreed upon selecting multiplicities that would enhance scalability.
- Adjusted the shapes, looks, and design of the ER diagram to make it look appealing and consistent in explaining the relation and multiplicity of the relations.

### Tasks Allocated:

- **Nick:** Finalize and polish verbiage in the Conceptual modeling document and the ER diagram logic.
- **Ashton:** Finalize the Conceptual Modeling document and ER Diagram, and make final commit to the github before submission.
- **Yadhunath:** Finalize and polish verbiage in the Conceptual modeling document and the ER diagram logic, and complete the Meeting logs for this part of the project.
- **Sean:** Finalize and polish verbiage in the Conceptual modeling document and the ER diagram logic.
- **Cole:** Finalize and polish verbiage in the Conceptual modeling document and the ER diagram logic.

**Follow-Up Actions:** Schedule the next meeting for October 6th, 2025, at 12:00 PM to start working on the Logical Relational modeling documentation.

## MEETING WEEK 6 NOTES

**Date:** October 8, 2025

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

**Location:** LEEPS Atrium

**Objective:** Working on the Logical Relation and Conceptual documentation, and commits to the github.

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

### Task Completion Confirmation:

- Discussed the Relational schema diagram identifying the connection between primary and foreign keys of different relations.
- Created the template for the Template for the Logical and Conceptual requirement document and started working on the Documentation.
- Started working on the following sections of the document: Relational Scheme description, Define data attributes and domains, Defining Primary and foreign Keys, Relational schema diagrams, and Data Dictionaries.
- Completed the Project Overview, Scope statement, and Glossary sections.

### Tasks Allocated:

- **Nick:** Create the Logical and conceptual requirement document and start working on the Data dictionary section.
- **Ashton:** Work on the Define Attributes and Domain section of the document, and make initial commits to the repository.
- **Yadhunath:** Work on the Relational Schema Description section and create the meeting log for the current meeting.
- **Sean:** Work on the Relational Schema Diagram in [draw.io](https://draw.io) and import it into the documentation.
- **Cole:** Worked on the Define Primary and Foreign Keys, and Relational Schema Diagram sections of the document.

### Follow-Up Actions:

Schedule the next meeting for October 15, 2025, at 12:00 PM to finalize the logical and conceptual requirements documentation and finalize the changes before submission.

## MEETING WEEK 7 NOTES

**Date:** October 15, 2025

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

**Location:** LEEPS Atrium

**Objective:** Working on the Logical Relation and Conceptual documentation, and make final commits to the github.

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

### Task Completion Confirmation:

- Finalized the Relational schema diagram identifying the connection between primary and foreign keys of different relations.
- Continued working on the Logical and Conceptual requirement document and discussed the final changes to be made in the document before submission.
- Continued working on the following sections of the document: Relational Scheme description, Define data attributes and domains, Defining Primary and foreign Keys, Relational schema diagrams, and Data Dictionaries.
- Provided insights on improving the initial documentation to make it production ready and fixed inconsistencies in the document.

### Tasks Allocated:

- **Nick:** Finalize the Data dictionary section as well as the entire Logical and conceptual requirement document.
- **Ashton:** Finalize the Define Attributes and Domain section of the document, and make final commits to the repository.
- **Yadhunath:** Finalize the Relational Schema Description section and create the meeting log for both the meetings.



- **Sean:** Finalize the Relational Schema Diagram in [draw.io](https://draw.io) and import it into the documentation.
- **Cole:** Finalize the Define Primary and Foreign Keys, and Relational Schema Diagram sections of the document.

#### **Follow-Up Actions:**

Schedule the next meeting for October 20, 2025, at 12:00 PM to get started with the 5th part of the project.