**Action Minutes Author: John Santias**

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| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting Place: |
| 28/3/18 | 1pm-3pm | Workshop |

**Members Present:**

|  |  |
| --- | --- |
| Member Name | Present |
| James Uprichard | Yes |
| Michael Bell | Yes |
| Emily-Jane Deering | Yes |
| John Santias | Yes |

**Decisions:**

* Group decided to notify each other on what user story they’ve chosen to work on during the holidays.

**Assigned tasks:**

|  |  |  |
| --- | --- | --- |
| Team Member | Tasks Assigned on Meeting Date | Expected Completion Date |
| Emily-Jane Deering | Create an ERD diagram, UI design, | 28 March |
| Emily-Jane Deering | Logical and physical diagram | 18 April |
| James Uprichard | Create an ERD diagram | 28 March |
| James Uprichard | Data flow diagram | 18 April |
| Michael Bell | Justification of chosen architecture | 18 April |
| John Santias | Component Diagram | 18 April |

**Project Progress:**

|  |  |  |
| --- | --- | --- |
| Project Component | Status of Component | Delivery Date |
| User requirements | Completed | 28 February |
| User stories | Completed | 7 March |
| Story cards | Completed | 13 March |
| Release & Sprint plan | Completed | 21 March |
| Set up Django, Python, SQL on computer | Complete | 28 March |
| Install mysqlclient | Complete | 28 March |
| ERD diagram | Incomplete | 1 April |
| UI design | Incomplete | 1 April |
| Justification of chosen architecture | Incomplete | 1 April |
| Logical and physical diagram | Incomplete | 1 April |
| Component Diagram | Incomplete | 1 April |
| Justification of chosen architecture | Incomplete | 1 April |

There were no reported issues during this meeting.