**Action Minutes Author: John Santias**

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| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting Place: |
| 25/4/18 | 8-10pm | DIscord |

**Members Present:**

|  |  |
| --- | --- |
| Member Name | Present |
| James Uprichard | Yes |
| Michael Bell | Yes |
| Emily-Jane Deering | No |
| John Santias | Yes |

**Decisions:**

* Emily to upload the UI design by the next meeting.
* Michael to get the dashboard page displaying the user’s upcoming bookings, announcements, and feedbacks.
* James to continue working on the user creation storing in the database.
* John to continue working on the booking system.

**Assigned tasks:**

|  |  |  |
| --- | --- | --- |
| Team Member | Tasks Assigned on Meeting Date | Expected Completion Date |
| Emily-Jane Deering | UI design | 25 April |
| Emily-Jane Deering | Logical and physical diagram | 25 April |
| James Uprichard | Data flow diagram | 25 April |
| Michael Bell | Justification of chosen architecture | 25 April |
| John Santias | Booking system | 4 May |
| James Uprichard | Link database to website users | 4 May |
| Emily-Jane Deering | Website information | 4 May |
| Michael Bell | Dashboard details, Booking system | 4 May |
| John Santias | Add invoice table to database and change names to bookings | 27 April |
| Michael Bell | Create an ERD diagram | 27 April |
| James Uprichard | Store user registration details in the database | 27 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 |
| Component Diagram | Completed | 23 April |
| Website front-end | Complete | 1 April |
| User authentication | Complete | 25 April |
| Link database to website users | Incomplete | 4 May |
| Website information | Incomplete | 4 May |
| Dashboard details, Booking system | Incomplete | 4 May |
| Add invoice table to database and change names to bookings | Incomplete | 27 April |
| ERD diagram | Incomplete | 23 April |
| UI design | Incomplete | 23 April |
| Justification of chosen architecture | Incomplete | 23 April |
| Logical and physical diagram | Incomplete | 1 April |
| Justification of chosen architecture | Incomplete | 23 April |
| Booking system | Incomplete | 4 May |
| Store user registration details in the database | Incomplete | 27 April |

There were no reported issues during this meeting.