**Action Minutes Author: John Santias**

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| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting Place: |
| 2/5/18 | 1-3pm | Workshop |

**Members Present:**

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

**Decisions:**

* **James, Michael and Emily to do user testing.**
* **Team to submit their paragraph to John for Sprint 1 retrospective submission.**
* **Emily to submit website information**

**Assigned tasks:**

|  |  |  |
| --- | --- | --- |
| Team Member | Tasks Assigned on Meeting Date | Expected Completion Date |
| Emily-Jane Deering | Logical and physical diagram | 4 May |
| James Uprichard | Data flow diagram | 4 May |
| Michael Bell | Justification of chosen architecture | 4 May |
| James Uprichard | User registration | 4 May |
| Emily-Jane Deering | Website information | 4 May |
| Michael bell | Two-tier architecture | 4 May |
| Michael, Emily and James | User testing | 4 May |
| Michael, Emily, James and John | Sprint 1 retrospective | 4 May |

**Project Progress:**

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| --- | --- | --- |
| 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 |
| UI design (public website) | Complete | 25 April |
| Component Diagram | Completed | 23 April |
| Website front-end | Complete | 1 April |
| Link database to website users | Complete | 27 April |
| Dashboard details, Booking system | Complete | 27 April |
| Add invoice table to database and change names to bookings | Complete | 30 April |
| Store user registration details in the database | Completed | 27 April |
| ERD diagram | Complete | 30 April |
| Lesson filtering | Complete | 30 April |
| UI design for the bookings, authentication and sign-out page | Complete | 2 May |
| UI design for the dashboard, sign-in and account page | Complete | 2 May |
| Get bookings to save on to database | Complete | 2 May |
| Justification of chosen architecture | Incomplete | 4 May |
| Logical and physical diagram | Incomplete | 4 May |
| Justification of chosen architecture | Incomplete | 4 May |
| Booking system | Incomplete | 4 May |
| Website information | Incomplete | 4 May |
| Two-tier architecture | Incomplete | 4 May |

There were no reported issues during this meeting.