**Action Minutes Author: John Santias**

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| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting Place: |
| 21/3/18 | 1pm-3pm | Workshop |

**Members Present:**

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

**Decisions:**

|  |  |
| --- | --- |
| Decisions made: | Why: |
| Deleted story id 11 story | Parents won’t have special access to student’s account. Parents will have to log in with their child’s username and password. |

**Assigned tasks:**

|  |  |  |
| --- | --- | --- |
| Team Member | Tasks Assigned on Meeting Date | Expected Completion Date |
| Emily-Jane Deering | Create an ERD diagram, UI design | 28 March |
| James Uprichard | Get MySQL set up, Create an ERD diagram | 25 March, 28 March |
| Michael Bell | Get MySQL set up | 25 March |
| John Santias | Get MySQL set up, | 25 March |

**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 | Incomplete | 25 March |
| ERD diagram | Incomplete | 28 March |
| UI design | Incomplete | 28 March |

There were no reported issues during this meeting.