**Action Minutes Author: John Santias**

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| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting Place: |
| 27/3/18 | 11am-12pm | Online, Discord |

**Members Present:**

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

**Decisions:**

* Developing team to get the development tools installed.
* Emily to work on the ERD diagram and UI design.

**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 | Install mysqlclient, Create an ERD diagram | 28 March |
| Michael Bell | Install mysqlclient | 28 March |
| John Santias | Install mysqlclient | 28 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 | Complete | 28 March |
| ERD diagram | Incomplete | 28 March |
| UI design | Incomplete | 28 March |

There were no reported issues during this meeting.