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| Team Meeting | 09/05/20259 pm (BST)Zoom |

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| Meeting called by: | Bayr Harrison | Type of meeting: | Team Meeting |

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| Attendees: | Bayr Harrison (BH)  Choyee Wolf (CW)  Mariam Selim (MS) |
| Apologies: | N/A |

# Minutes

#### Discussion:

**1. Team Contract**

• BH drafted the initial version of the Team Contract.

• The team reviewed it collaboratively during the meeting.

• It was agreed that specific roles will not be assigned to individual members. Instead, responsibilities will be shared and divided based on the task at hand.

• BH will make the necessary amendments to reflect this decision and send the final contract to the tutor, along with confirmation of the team formation, so it can be updated in the university system.

**2. Project Direction**

• The group discussed the Project Report due at the end of Unit 6.

• It was agreed that the client will be a company planning to start an aviation maintenance college.

• The group will design a Learning Management System (LMS) to support the client’s needs.

• The LMS will:

* Track student information, grades, and attendance
* Serve as evidence for external auditors
* Be used to generate transcripts

**3. Team Name Brainstorming**

• Still under discussion.

• Ideas included using members’ initials or nicknames (e.g., Bear, Olf, Giraffe).

• Each member will suggest names before the next meeting. The final name will be selected by vote.

**4. Team Member Backgrounds**

• CW Actuarial Science background, works as a data analyst, will help with technical side.

• BH Semi-technical, proficient in SQL, currently building an LMS at his workplace.

• MS Internal auditor in the financial services industry, skilled in research and analysis.

**5. Working Approach & Timeline**

• Meetings to be held weekly or more frequently, depending on availability.

• MS prefers submitting assignments a day early to allow for final checks and resubmission if needed.

• BH suggested having a complete draft at least one week before the deadline to allow time for review and improvements

| **Action items** | **Person responsible** | **Deadline** |
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| * Amend and send the Team Contract to the tutor, confirming the team. * Provide a list of data sources, their relationships, and their relevance to the LMS database project. | BH | 16/05/2025 |
| Research and summarise academic literature relevant to:  • Database design tailored to client needs  • Data auditing and quality  • Supporting documentation for report writing | MS | 16/05/2025 |
| * Specific tasks to be discussed and confirmed at the next meeting | CW | 16/05/2025 |