**The A-Team**

Movie Database

**Minutes** for the Professional Development *Movie Database* meeting held on 25th March at 12pm.

**In attendance**: Faizaan, Amin, Daniel, Liam, Syed

**Apologies**: Anwar, Yonis

**Goal**: Review previous meetings work and set new tasks for next meeting

## Meeting Review for Work done between current and last meeting

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Everyone has come in completing all the tasks they were asked** | **All members in attendance** | **25th March** |
| **This meeting will be used to review all work to ensure everyone is on the right path** | **All members in attendance** | **25th March** |
| **Liam has completed a first rough draft of the index page discussed last meeting- Decided to use code instead of Wireframes** | **Liam** | **25th March** |
| **Faizaan has completed web form, timeline and first draft of requirement analysis** | **Faizaan** | **25th March** |
| **Daniel has made first draft of ERD** | **Daniel** | **25th March** |
| **Amin has began setting up base scripts for the site** | **Amin** | **25th March** |

## Meeting Review for Work done in this meeting

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Everyone presents to the entire group the work they have done** | **All members in attendance** | **25th March** |
| **After the presentations the group agrees to work on certain tasks such as finalising requirement analysis, ERD, etc.** | **All members in attendance** | **25th March** |
| **Finalising requirement analysis including UCD- Needs to be done to begin progression of website** | **Faizaan, Daniel, Syed** | **25th March** |
| **Finalising web form- needs to be sent out as soon as possible to fill in gaps in the requirement analysis and justify features** | **Faizaan, Daniel, Syed** | **25th March** |
| **Finalise ERD and begin Database- Setting up base of database will save time later** | **Amin, Liam** | **25th March** |

## Decision Made

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Group has agreed current system is efficient and no need to change anything in the current situation.** | **All members in attendance** | **25th March** |
| **Group has agreed to meet on Tuesday** | **All members in attendance** | **25th March** |

## Tasks completed

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Web form completed** | **All members in attendance** | **25th March** |

## AOB

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| Everyone must send out the webform | **All group members** | **25th March** |
| Amin makes GitHub more data structured | **Amin** | **25th March** |
| Amin creates scripts to be used | **Amin** | **25th March** |
| Syed finishes up ERD | **Syed** | **25th March** |
| Liam finish current build of database | **Liam** | **25th March** |
| Daniel creates version 2 of prototype webpages for design | **Daniel** | **25th March** |
| Faizaan updates requirement analysis using MOSCOW | **Faizaan** | **25th March** |
| Faizaan changes documentation to new updated version/files | **Faizaan** | **25th March** |

## Next meeting

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| Review tasks done | **All group members** | **25th March** |
| Begin pseudo code of website | **All group members** | **25th March** |
| Begin development of website | **All group members** | **25th March** |