TEAM WORK MEETING AGENDA

The chairperson fills out this form before a meeting to organise tasks to be discussed.

Meeting details

Chairperson: Veronika Strela	**Minutes:** 20 - 45 minutes	**Date & Time:** 2 May 2018, Afternoon	**Location:** Online: Facebook Messenger
Item ***What will be discussed at the next meeting?***	**Notes** ***What details are important for attendees?***		
1 Who is to complete the data model	There are 14 tables to be made in the database		
2 Who is to complete the database design from the data model	Each tables has one or more primary key/s and has its own associated fields		
3 Who is to write up the SQL scripts to create the database	The list of tables include: Teachers, Students, Administrator, Contracts, Instruments, TeacherSkills, StudentPreferences, Lessons, Applications, Teacher Qualifications, Feedback, Parents, Availabilities, and Enquiries		
4 Who is to complete the text data to populate the database with the "INSERT" command	The only field that is not indicated as NOT NULL is the field Salt for table Students, Teachers, and Administrator		
5 Who is to complete any one of the above parts as a repeat as there are more team members than there are tasks	If any team member needs help with the data model, scripts, or database design, they can ask the developers		
6 When is the deadline for the data model, scripts, and database design			
7			

TEAM WORK MEETING MINUTES

Fill out this form during a meeting to allocate tasks to each team member to complete in time for the next meeting.

Attendees: Veronika Strela, Vikrant Harish, Kenny Williamson, Issey Jordan Ranne Lourd Deleon Sanedrin	**Absent:** N/A		**Date & Time:** 2 May 2018 (Wednesday) 5.41pm	**Location:** Online: Facebook Messenger
Minutes: *Who is filling out this form?*	Veronika Strela	**Chairperson:** *Who is organising the meeting?*		Veronika Strela

	Item *What has to be done by the next meeting?*	**Action** *What action is required to get it done?*	**Who** *Who is responsible?*	**Duration** *How long will it take to complete?*
1	Data model	Researching what is included in a data model and including all necessary parts within it	Ranne	2 - 4 hours
2	Database design from data model	Designing a database design from the data model, including all multiplicities, including primary keys and all relevant fields	Kenny	3 - 5 hours
3	Scripts to create the database	Researching what scripts to write to create the database and including all PKs, FKs, NOT NULLs, fields name and data types	Issey	3 - 6 hours
4	Test data to populate database	Researching what scripts to write to populate the database, how they are used, thinking up example records, and testing the scripts	Veronika	3 - 6 hours
5	Repeat of 1 of the above tasks	Researching the different tasks, deciding on which one to do and completing it	Vikrant	2 - 6 hours

Next Meeting:			
Chairperson: Vikrant Harish	**Minutes:** 20 - 45 minutes	**Date & Time:** 10 May 2018, Evening	**Location:** Online: Facebook Messenger