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| Date | Purpose of meeting | Fulfilled Tasks |
| 6/10/22 | Formation of group and reading through specification. | Group formed, spec analysed, and requirements elicited. |
| 13/10/22 | Use Case diagrams and class diagrams. Clarify spec with James. Began work log. | First draft of use case diagram completed. Started class diagram. |
| 20/10 | Assess icon and banner images created.  Complete first draft of the class diagram. Create wireframe sketches for GUI windows. | Completed first draft of class diagram; added to use case diagram; Created wireframes for Login & listings pages. Started development of system. |
| 27/10 | Practical; Created Database schema, dummy data for DB, complied all diagrams into one file, started sequence diagrams. Started final drafts of Use Case and Class diagrams. | DB created and filled with dummy data, started sequence diagrams and uploaded files to GitLab.  TO DO BEFORE NEXT PRACTICAL!! – FINISH USE CASE AND CLASS DIAGRAM. |
| 3/11 | Finished Use Case and Class diagram, also completed two of three sequence diagrams. Have scheduled meeting for 16/11 at 11am (Online). Created issues on GitLab repository to plan work to be done before next meeting | All members to check and complete issues in GitLab repository and think of suitable third sequence diagram to complete for deadline 15/11 at 2pm. |
| 10/11 | PART ONE Finalisation (15/11 2pm Deadline) |  |
| 17/11 |  |  |
| 24/11 |  |  |

Jan 10th part two deadline