Edward Quail  
Connor Hutchinson  
Charlie Hepworth  
Hope Holdsworth  
James Atkinson  
Dan Omylak  
Mariam Abbas

Team Minutes

Team 3

**Week 1**

Team began to gather members from cohort to fill slots. Team members list is finalised and submitted to module leaders.

**Week 2**

Team met to decide on which projects to pick from. We unanimously decided on project 5 as our first pick, followed by projects 3 and 1 as they best suited our skillsets. Team planned out questions we would like to ask the client during the meetings.

**Week 3**

Finalised team plans and met with client to discuss the project. We are all happy with the requirements the client has and will begin distributing work. Requirements based on client interview sent off to the client and they have confirmed that it all looks good. We have decided to make Edward team leader. James has created a GitHub repository for the team to work within

**Week 4**

Initial work distribution has been decided on by team based on strengths and are as follows:  
Hope to work on functional requirements  
Connor to work on introduction, team expertise and non-functional requirements  
James to work on UI design  
Edward to work on risk assessment and data description  
Charlie to work on data descriptions  
Dan to work on functional requirements and data description

**Week 5**

During this week, we decided on further team roles including James as team speaker and Connor as team scribe. Current UI designs have been sent to client and ok’d by them, with several revisions requested. New work has been distributed as follows:  
Mariam to create UML class diagrams.  
James to create a batch file for one step installation  
Dan to work on front end UI design

**Week 6**

During this week, we reviewed where we were up to with the previously assigned work from week 5, with most of the functional requirement document being finalised. New work was distributed:  
Mariam to work on creating functions for password login and hashing.  
Hope to work on front end UI and create a function to instantiate databases using SQL commands.  
Edward and Charlie to work on backend tasks such as loading XLSX and CSV files.

**Week 7**