**Date & Time: 9/23/2019 4:30 pm**

**Team Meeting for: (Sparky’s Finest #16)**

**Prepared by: (JB)**

**Client’s Name: Scalawags Vet Clinic**

**Team members in attendance:**

**1. (Chair) - Zuhair Rauf 4.Derrik Zhu**

**2. John Beguhl 5. Kevin yang(late)**

**3. Jisung Woo 6.**

**Meeting Objective:**  Figure out the EERD for Milestone 2 and plan the data dictionaries.

**Agenda:**

* Discuss next steps
* What is the best way of finishing ERD
* Figure out next meeting time

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| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
| Go to Professor’s office hours Wed 12-1 pm | Kevin, Derrik | 9/20/2019 |
| Everyone complete person version of EERD | Everyone | 9/24/2019 |
| Create data dictionary skeleton | Jisung | 9/25/2019 |

**Time meeting ended: 5:45 pm**

**Date and time of next meeting: Wednesday September 25rd 2:00 pm**