**Date & Time: 8/29/2019 1:30 PM - 2:45 PM**

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

**Prepared by: (JW)**

**Client’s Name: (TBA)**

**Team members in attendance:**

**1. Jisung Woo 4. Yannan Zhu**

**2. John Beguhl 5. Zuhair Rauf**

**3. Kevin Yang 6.**

**Meeting Objective:** Get the project off to an effective start by introducing all team members, reviewing team goals, and discussing plans.

**Agenda:**

* Introductions of attendees
* Review of project background
* Review of project-related documents (i.e. project charter/code of ethics)
* Discussion of team member roles
* Gather contact information
* Download Group me
* List of action items from meeting

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| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
| Team assigned and meeting | Everyone | 8/29/2019 |
| Do Introduction | Everyone | 9/8/2019 |
| Finalize the team name | Everyone | 9/8/2019 |
| Project Background Idea discussion (over text) | Everyone | 9/8/2019 |

**Time meeting ended: 2:47 PM**

**Date and time of next meeting: 9/10/2019**

**Date & Time: 9/10/2019 1:30 PM - 2:45 PM**

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

**Prepared by: (JW)**

**Client’s Name: (TBA)**

**Team members in attendance:**

**1. (Chair) - Jisung Woo 4. Zuhair Rauf**

**2. John Beguhl 5.**

**3. Kevin Yang 6.**

**Team members absent:**

1. **Yannan Zhu**

**Meeting Objective:** Have a brief discussion on what the team should improve and finish on Milestone 1.

**Agenda:**

* Discuss whether we should meet in person or use calling/texting app to have our next meeting
* Review progress and discuss on what to improve
* Set date to when to finish the works that is in progress
* Assigned someone to work on Team Membership Agreement

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
| Team Meeting | Everyone | 9/10/2019 |
| Create other documents | Jisung | 9/10/2019 |
| Title Page | Jisung | 9/10/2019 |
| Find Title Page logo | Jisung | 9/10/2019 |
| Work on Meeting Agenda | Jisung | 9/12/2019 |
| Upload Professional Photo | Everyone | 9/11/2019 |
| Work on Resume section | Everyone | 9/11/2019 |
| Work on Resource Histogram | Everyone | 9/11/2019 |
| Work on Individual Journal Entries | Everyone | 9/15/2019 |
| Team Membership Agreement | John | 9/12/2019 |
| Sign Team Membership Agreement | Everyone | 9/12/2019 |
| Sign When2meet.com | Everyone | 9/13/2019 |
| Finalize both Meeting Agenda | Jisung | 9/14/2019 |
| Double check the rubric to see if we met every requirements | Jisung | 9/15/2019 |
| Finalize editing | Everyone | 9/15/2019 |
| Write initials on the pages created/worked on | Everyone | 9/15/2019 |
| Submit Milestone 1 | John Beguhl | 9/16/2019 |

**Time meeting ended: 1:30 PM**

**Date and time of next meeting: After Milestone 1 due date**

Jw jb

**Date & Time: 9/10/2019 1:30 PM - 2:45 PM**

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

**Prepared by: (JW)**

**Client’s Name: (Scalawa)**

**Team members in attendance:**

**1. (Chair) - Jisung Woo 4. Zuhair Rauf**

**2. John Beguhl 5.**

**3. Kevin Yang 6.**

**Team members absent:**

1. **Yannan Zhu**

**Meeting Objective:** Have a brief discussion on what the team should improve and finish on Milestone 1.

**Agenda:**

* Discuss whether we should meet in person or use calling/texting app to have our next meeting
* Review progress and discuss on what to improve
* Set date to when to finish the works that is in progress
* Assigned someone to work on Team Membership Agreement

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
| Team Meeting | Everyone | 9/10/2019 |
| Create other documents | Jisung | 9/10/2019 |
| Title Page | Jisung | 9/10/2019 |
| Find Title Page logo | Jisung | 9/10/2019 |
| Work on Meeting Agenda | Jisung | 9/12/2019 |
| Upload Professional Photo | Everyone | 9/11/2019 |
| Work on Resume section | Everyone | 9/11/2019 |
| Work on Resource Histogram | Everyone | 9/11/2019 |
| Work on Individual Journal Entries | Everyone | 9/15/2019 |
| Team Membership Agreement | John | 9/12/2019 |
| Sign Team Membership Agreement | Everyone | 9/12/2019 |
| Sign When2meet.com | Everyone | 9/13/2019 |
| Finalize both Meeting Agenda | Jisung | 9/14/2019 |
| Double check the rubric to see if we met every requirements | Jisung | 9/15/2019 |
| Finalize editing | Everyone | 9/15/2019 |
| Write initials on the pages created/worked on | Everyone | 9/15/2019 |
| Submit Milestone 1 | John Beguhl | 9/16/2019 |

**Time meeting ended: 1:30 PM**

**Date and time of next meeting: After Milestone 1 due date**

Jw jb

**Date & Time: 9/18/2019 2pm**

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

**Prepared by: (JB)**

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

**Team members in attendance:**

**1. (Chair) - John Beguhl 4.Derrik Zhu**

**2. Zuhair Rauf 5. Kevin yang(late)**

**3. Jisung Woo 6.**

**Meeting Objective:**  Figure out what we need to do for Milestone 2. Decide on our next steps.

**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** |
| Finish Assignment 1(individual) | Everyone | 9/20/2019 |
| Mark Up Business Rules | Everyone | 9/23/2019 |
| Call noble library | Jisung | 9/20/2019 |
| Ask Dr. Moser about journal entry | Zu | 9/19/2019 |

**Time meeting ended: 2:33 PM**

**Date and time of next meeting: Monday September 23rd 4:30pm**

**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**

**Date & Time: 9/25/2019 2pm**

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

**Prepared by: (JB)**

**Client’s Name: (Scalawags Veterinary Clinic)**

**Team members in attendance:**

**1. Zuhair Rauf 4.Chair- Yannan Zhu**

**2. John Beguhl 5.**

**3. Kevin Yang 6.**

**Team members absent:**

1. **Jisung Woo**

**Meeting Objective:** Complete ERD and plan to do Data Dictionary.

**Agenda:**

* After going to office hours, the first draft is corrected according to the professor's suggestions.
* Complete ERD

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| **Action Item** | **Assigned To** | **Due Date** |
| Complete ERD | Everyone | 9/25/2019 |
| Data Dictionary | Everyone | 9/27/2019 |
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**Time meeting ended: 2:30**

**Date and time of next meeting: TBA**

**Date & Time: 10/10/2019**

**Team Meeting for: Team 16: Sparky’s Finest**

**Client’s Name: Veterinary Clinic**

**Team members in attendance:**

**1. Jisung Woo 2. John Beguhl**

**3. Yannan Zhu 4. Kevin Yang**

**5. Zuhair Rauf**

**Meeting Objective:** Discuss and plan metadata specifications for all project database tables.

**Agenda:**

* Create database schema
* Identify order of entry of tables
* Draft metadata code for each database table
* Assign coding of metadata; list of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| Update milestone 3 folder | John Beguhl | 10/17/2019 |
| Create Schema | Zuhair Rauf | 10/17/2019 |
| Assist Creating schema | Jisung Woo | 10/17/2019 |
| Write Color/Owners | Kevin Yang | 10/17/2019 |
| Write Employees/Full-Time | Yannan Zhu | 10/17/2019 |

**Time meeting ended: *2:45 PM***

**Date and time of next meeting: *10/17/2019 4:30 PM***

**Date & Time: 10/17/2019**

**Team Meeting for: Team 16: Sparky’s Finest**

**Client’s Name: Veterinary Clinic**

**Team members in attendance:**

**1. Jisung Woo - Chair 2. John Beguhl**

**3. Yannan Zhu 4. Kevin Yang**

**Team members absent:**

1. **Zuhair Rauf**

**Meeting Objective:** Discuss and plan metadata specifications for all project database tables.

**Agenda:**

* Check each data for its accuracy
* Questions and concerns about the data
* Writing SQL?
* Start on Schema

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| **Action Item** | **Assigned To** | **Due Date** |
| Complete the data | Everyone | 10/20/2019 |
| Write data script (Employee) | John | 10/20/2019 |
| Write data script (Client) | Jisung | 10/20/2019 |
| Do your data schema (Paper or gliffy) | Everyone | 10/22/2019 |
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**Time meeting ended: *4:45 PM***

**Date and time of next meeting: *10/22/2019 2:45 PM***

**Date & Time: 10/31/2019**

**Team Meeting for: Team 16: Sparky’s Finest**

**Client’s Name: Veterinary Clinic**

**Team members in attendance:**

**1. Jisung Woo (Head) 2. John Beguhl**

**3. Yannan Zhu 4. Kevin Yang**

**Team members absent:**

**1. Zuhair Rauf**

**Meeting Objective:** Discuss and plan metadata specifications for all project database tables.

**Agenda:**

* Input the Scripts in the database
* Fix the errors in the scripts
* Continue working on schema

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| **Action Item** | **Assigned To** | **Due Date** |
| Fix Visit | Yannan Zhu | 11/2/2019 |
| Fix Part-Time | John Beguhl | 11/2/2019 |
| Finish Schema | Kevin Yang | 11/2/2019 |
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**Time meeting ended: *2:45 PM***

**Date and time of next meeting: *11/4/2019 TIME TBA***

**Date & Time: 11/4/2019**

**Team Meeting for: Team 16: Sparky’s Finest**

**Client’s Name: Veterinary Clinic**

**Team members in attendance:**

**1. Jisung Woo (Head) 2. John Beguhl**

**3. Kevin Yang**

**Team members Absent:**

**1. Yannan Zhu**

**Meeting Objective:** Discuss and plan metadata specifications for all project database tables.

**Agenda:**

* Fix the errors in the scripts
* Delete and re-enter the fixed scripts

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| **Action Item** | **Assigned To** | **Due Date** |
| FIX VISIT | Yannan | 11/4/2019 |
| Enter fixed scripts into the database | Jisung | 11/5/2019 |
| Write the query | Kevin & John | 11/5/2019 |
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**Time meeting ended: *5:40 PM***

**Date and time of next meeting: *11/7/2019 4:30 PM***

**Date & Time: 11/12/2019**

**Team Meeting for: Team 16: Sparky’s Finest**

**Client’s Name: Veterinary Clinic**

**Team members in attendance:**

**1. Jisung Woo (Head) 2. John Beguhl**

**Team members Absent:**

**1. Kevin Yang**

**Meeting Objective:** Discuss and plan metadata specifications for all project database tables.

**Agenda:**

* Brainstorm IC10 Story ideas

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| **Action Item** | **Assigned To** | **Due Date** |
| Master Visualization (Tableau) | Everyone | 11/14/2019 |

**Time meeting ended: *2:45 PM***

**Date and time of next meeting: *11/14/2019 4:30 PM***

**Date & Time: 11/14/2019**

**Team Meeting for: Team 16: Sparky’s Finest**

**Client’s Name: Veterinary Clinic**

**Team members in attendance:**

**1. Jisung Woo (Head) 2. John Beguhl**

**3. Kevin Yang**

**Meeting Objective:** Discuss and plan metadata specifications for all project database tables.

**Agenda:**

* Discussing indexes, see if everyone understood indexes

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| **Action Item** | **Assigned To** | **Due Date** |
| Go over indexes and understand | Everyone | 11/19/2019 |

**Time meeting ended: *2:45 PM***

**Date and time of next meeting: *11/21/2019 4:30 PM***

**Date & Time: 11/21/2019 & 4:30 PM**

**Team Meeting for: Team 16: Sparky’s Finest**

**Client’s Name: Veterinary Clinic**

**Team members in attendance:**

**1. Jisung Woo (Head) 2. John Beguhl**

**3. Kevin Yang**

**Meeting Objective:** Discuss and plan metadata specifications for all project database tables.

**Agenda:**

* Fix the scripts for Visualization Views
* Start on Indexes

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| **Action Item** | **Assigned To** | **Due Date** |
| Master Indexes and Triggers | Everyone | 11/23/2019 |

**Time meeting ended: *5:30 PM***

**Date and time of next meeting: *11/24/2019 3:00 PM***

**Date & Time: 11/25/2019 & 3:00 PM**

**Team Meeting for: Team 16: Sparky’s Finest**

**Client’s Name: Veterinary Clinic**

**Team members in attendance:**

**1. Jisung Woo (Chair) 2. John Beguhl**

**3. Kevin Yang**

**Meeting Objective:** Discuss and plan metadata specifications for all project database tables.

**Agenda:**

* Finish working on Procedure
* Start and finish transaction

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| **Action Item** | **Assigned To** | **Due Date** |
| Finish Procedure and Transaction from Milestone 5 | Everyone | 11/24/2019 |

**Time meeting ended: 6:00pm**

**Date and time of next meeting: *11/26/2019 4:30pm***

**Date & Time: 11/26/2019 & 4:30 PM**

**Team Meeting for: Team 16: Sparky’s Finest**

**Client’s Name: Veterinary Clinic**

**Team members in attendance:**

**1. Jisung Woo (Chair) 2. John Beguhl**

**3. Kevin Yang**

**Meeting Objective:** Discuss and plan metadata specifications for all project database tables.

**Agenda: (CHANGE AS NECESSARY!)**

* Finish working on Procedure
* Finalize M5
* Submit M5 and in class exercise

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| **Action Item** | **Assigned To** | **Due Date** |
| Finish Procedure | Everyone | 11/26/2019 |
| Edit and finalize Team16-M5.pdf | Jisung | 11/26/2019 |
| Edit and finalize Team16-M5.txt | John | 11/26/2019 |
| Submit M5, IC10 & IC11 | Kevin | 11/26/2019 |

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

**Date and time of next meeting: *11/29/2019 TBA***

**Date & Time: 11/29/2019 & 10 AM**

**Team Meeting for: Team 16: Sparky’s Finest**

**Client’s Name: Veterinary Clinic**

**Team members in attendance:**

**1. Jisung Woo (Chair) 2. John Beguhl**

**3. Kevin Yang**

**Meeting Objective:** Discuss and plan metadata specifications for all project database tables.

**Agenda:**

* Start and Finalize Assignment 5
* Start and Finalize IC-12
* Submit Assignment 5

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| **Action Item** | **Assigned To** | **Due Date** |
| Start and finalize Assignment 5 and IC12 | Everyone | 11/29/2019 |
| Edit IC12 | John | 11/29/2019 |
| Proofread Assignment 5 | Jisung | 11/29/2019 |
| Submit Assignment 5 and IC12 | Kevin or John | 11/29/2019 |

**Time meeting ended: 5:00pm**

**Date and time of next meeting: *11/30/2019 4:30 PM***

**Date & Time: 11/30/2019 & 4:30 PM**

**Team Meeting for: Team 16: Sparky’s Finest**

**Client’s Name: Veterinary Clinic**

**Team members in attendance:**

**1. Jisung Woo (Chair) 2. John Beguhl**

**3. Kevin Yang**

**Meeting Objective:** Discuss and plan metadata specifications for all project database tables.

**Agenda:**

* Discuss and draw out the layout of our powerpoint

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| **Action Item** | **Assigned To** | **Due Date** |
| Attend the next meeting to work on the powerpoint | Everyone | 12/1/2019 |

**Time meeting ended: 5:30pm**

**Date and time of next meeting: *12/1/2019 3:00 PM***

**Date & Time: 12/1/2019 3:00 PM**

**Team Meeting for: Team 16: Sparky’s Finest**

**Client’s Name: Veterinary Clinic**

**Team members in attendance:**

**1. Jisung Woo (Chair) 2. John Beguhl**

**3. Kevin Yang**

**Meeting Objective:** Discuss and plan metadata specifications for all project database tables.

**Agenda:**

* Start and Finish majority of the the presentation

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| **Action Item** | **Assigned To** | **Due Date** |
| Start and finish majority of the presentation | Everyone | 12/1/2019 |

**Time meeting ended: 5:30 PM**

**Date and time of next meeting: *12/2/2019 4:30 PM***

**Date & Time: 12/2/2019 4:30 PM**

**Team Meeting for: Team 16: Sparky’s Finest**

**Client’s Name: Veterinary Clinic**

**Team members in attendance:**

**1. Jisung Woo (Chair) 2. John Beguhl**

**3. Kevin Yang**

**j**

**Meeting Objective:** Discuss and plan metadata specifications for all project database tables.

**Agenda:**

* Finish making the presentation and practice presenting

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| **Action Item** | **Assigned To** | **Due Date** |
| Finalize the presentation | Everyone | 12/2/2019 |

**Time meeting ended: 5:30 PM**

**Date and time of next meeting: *TBA***