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| **Team Project Work Log** | | |
| **Team Member Name** | **Activity/Contribution** | **Date Completed** |
| *John P Apel* | *Wrote Project Charter,*  *Collected entity and attribute needs* | *2/17/2025* |
| *Thomas Jones III* | *Wrote up/down script* | *2/20/2025* |
| *Josef Mechure* | *Create Executive PowerPoint* | *2/25/2025* |
| John P Apel | Create conceptual and logical models | *2/25/2025* |
| All | Submission of project charter | 2/26/2025 |
| Josef Mechure | Completed Conceptual and Logical Model diagrams | 2/27/2025 |
| All | Began drafting technical report | 3/4/2025 |
| Josef Mechure | Received final completed roster | 3/12/2025 |
| Josef Mechure | Updated script with insertion of roster for test queries | 3/15/2025 |
| Thomas Jones III | Updated script for new data structure | 3/15/2025 |
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| **Team Project Meeting Log** | | | |
| **Meeting Date** | **Team Members Present** | **Team Members Absent** | **Comments** |
| *2/18/2025* | *All* | *N/A* | *Meeting to discuss project parameters* |
| *2/19/2025* | *John and Josef* | *Thomas* | *Meeting was conducted with client Mr. Ladd to gain details of the organization and their needs.* |
| 2/26/2025 | All | N/A | Project Charter completed and submitted. Review of SQL script reviewed. |
| 3/7/2025 | All | N/A | Review of script and determination of uploading roster was made |
| 3/21/2025 | All | N/A | Reviewed project data points and updated slides, technical report, and Database |
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\*Insert more rows as needed.