**Meeting Agenda:** Group 2

**Date: 2nd January 2025**

**Time: 06:00pm to 06:45pm**

**Location/Platform: Online \_ Teams**

**Chair: Dhia Daly**

**Note taker: Dhia Daly**

**Agenda**

*Please add/delete the suggested discussion items below as relevant and complete the person/people nominate to talk to an item and the planned time for that item.*

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| --- | --- | --- |
| **Item** | **Person** | **Time** |
| *Quick recap regarding the assignment brief* | Chair | 5 minutes |
| *Creating the Entity Relationship Diagram* | Chair, Chetak | 10 minutes |
| Create MySQL DB (First Draft) | Chetak, Jaqi | 10 minutes |
| Creating the GitHub repository | Nada | 5 minutes |
| Create MS Access DB (First Draft) | Aveyard & Dhia | 10 minutes |
| The next meeting is scheduled for Tuesday, 7th January 2025, | Chair | 5 minute |