# Deciphering Big Data Meeting notes

All documents to be stored in MS Teams space created for the project

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| **Meeting** | **Discussion points** | **Decisions** | **Actions** |
| 1 (13th May) | * What type of company * Who will do what * Additional information required | * Private education provider. Provides foundation courses for International students to access UK universities * Team skills:   + Nick – technical specialist   + Mika – strong research skills   + Ruth – project management * Additional questions for Ali * Should the company be real, or can it be fictitious? * Do we have to build the database or just design and analyse it? | * Ruth to email Ali with additional questions * Ruth & Mika to create user stories to illustrate requirements * Nick to consider design requirements * Ruth to ensure documentation is kept up-to-date |
| 2 (20th May) | * Update on work so far * Mika – staff survey * Nick – Design work * Ruth – Documents & Teams space | * Unit 8 materials will be a valuable resource – lots of reading needs to be done | * Nick – evaluate DBMSs * Mika – Collate survey information and add to user stories * Ruth – evaluate data sources |
| 3 (29th May) | * Update on work so far * Mika – staff survey results * Nick – Design work * Ruth – report outline and system analysis | * Definitely not including timetabling * Reference timetabling/attendance as a separate system that can be joined based on keys within our database – gives a gateway into discussing data from multiple sources * Justification for using Azure (following evaluation) is familiarity with the system | * Ruth & Mika – feedback to Nick on diagram * Nick – finalise diagram, add data types * Ruth – Critical evaluation of data management pipeline * Mika – Evaluation of database management systems |
| 4 (3rd June) | * Update on work so far * Mika – DBMS proposal * Nick – Design work * Ruth – data management pipeline section | Nick’s diagram is awesome | Pre-submission meeting next week to make final tweaks and be sure we all agree. (Check word count etc.) |
| 5 (10th June) | Review and final tweaks to submission |  |  |
| 6 (1st July) | What is needed for the final submission |  | * Nick – build database whilst on the beach * Mika – legal aspects of data management * Ruth – comparison of SQLite & MongoDB |
| 7 (8th July) | * Update on work so far |  |  |