

# Meeting Minutes

**Meeting Title:** Weekly Project Meeting – Technical Design & Role Assignment

**Date:** 7 August 2025

**Time:** 21:00 pm

**Location:** Microsoft Teams

**Minutes Prepared By:** Siqi Shen

## Attendees:

Team Members: Zhaodong Shen, Dani Thomas, Siqi Shen, Wei Dai, Christina Fington, Gayathri Kasunthika Kanakaratne, Manas Rawat

## 1. Team Role Assignment

The team allocated formal roles for the project currently to ensure clarity and responsibility:

- **Project Manager:** Dani Thomas
- **Team Lead:** Zhaodong Shen
- **Frontend Developers:** Siqi Shen, Wei Dai, Christina Fington
- **Backend Developers:** Dani Thomas, Manas Rawat, Gayathri Kasunthika Kanakaratne
- **Documenters / Testers:** Zhaodong Shen, Christina Fington, Gayathri Kasunthika Kanakaratne

The roles only reflect the short-term task distribution and will be subject to change as the project progresses.

## 2. Database Entity Design

The team discussed the initial structure of the system's database based on client requirements:

- **User** – holds basic user information (ID, name, email)
- **Training** – represents a training program (e.g., WHS Induction)
- **Training Item** – represents components of a training (e.g., LMS module, face-to-face session)
- **Training Item Record** – stores a user's completion data for each module

Each training may consist of multiple training items. Completion of all items is required to mark a training as complete. The structure is designed to support future extensibility.

## 3. Technology Considerations

Flask and SQLAlchemy were discussed as initial backend technologies, but Django remains a viable alternative.

Final decisions on the framework and database are **pending** and will be confirmed soon.

#### **4. Tasks and Responsibilities (To be completed by Tuesday if possible)**

- **Database design:** Dani Thomas, Manas Rawat
- **Project proposal documentation:** Zhaodong Shen, Christina Fington, Gayathri Kasunthika Kanakaratne
- **Home page design:** Wei Dai, Siqi Shen (This part may take longer)

#### **5. Next Steps**

- Define all required fields for each database entity
- Finalize technology stack (Flask vs Django; SQLAlchemy vs Django ORM)
- Begin implementation of backend structure and documentation drafting
- Continue preparing for D1 submission