Meeting Minutes

Meeting Title: Weekly Project Meeting – Reviewing the Data Base structure and Phase 2 proceedings

Date: 21 August 2025

Time: 21:00 pm

Location: Microsoft Teams

Minutes Prepared By: Gayathri Kasunthika Kanakaratne

Attendees:

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

Discussion

After the submission of Deliverable 1, the team discussion shifted towards planning for Phase 2 of the project. To initiate the session, Dani requested Zadong to present the refined database structure. In response, Zadong provided a detailed explanation of the proposed optimizations, outlining the rationale behind each adjustment. This included both the introduction of new tables and the removal of certain existing ones to enhance efficiency, improve data organization, and better align the database with the evolving project requirements.

At Gayathri's request, Zadong clarified that the allocation of individual tasks will take place once the database design has been finalized.

Next Steps

1. **Further optimize the data base schema**

2. **Brainstorm Development Workflow**

   - Discuss and decide on the most efficient workflow for feature development, including task allocation, sprint planning, and integration processes.

- ○ Finalise tools, repositories, and coding standards to ensure consistent collaboration and quality assurance.

3. Tasks for the individual software features will be finalized after the data base structure finalized