

## Meeting Minutes – Team 3 UoE Bigdata Assignment Group

### Meeting 1

Date: 12th May 2023

#### Participants:

- Abiodun Samson Maborukoje (Mabos)
- Shaun Bell-Gibson
- Tasweem Beelunkhan

#### Agenda:

1. Introduction and Team Formation
2. Assignment Brief and Project Topics
4. Discussing Team Roles and Responsibilities

#### Minutes:

##### **Introduction and Team Formation**

The team members, Mabos, Shaun, and Tasweem, introduced themselves and shared their respective areas of expertise. Mabos highlighted his experience in Database SQL and NoSQL, Shaun expressed his strength in Python, and Tasweem emphasized her proficiency in SQL and data analysis.

##### **Assignment Brief and Project Topics**

Mabos shared the Assignment Brief for the Project Report - Database Design. The team members discussed potential project companies and topics. We considered Dreamland Manor (Hotel Management System) and QuickCommerce (e-commerce system). Tasweem provided insights from her experience in the hospitality sector.

##### **Discussing Team Roles and Responsibilities**

The team discussed potential roles and responsibilities for the project. Tasweem agreed to take on the role of Business Analyst, Mabos would be the Database Architect and Developer, and Shaun would assume the role of Product Owner and Project Manager for the Dreamland Manor project.

#### Action Items:

1. Tasweem: Business Analyst
2. Mabos: Database Architect and Developer
3. Shaun: Product Owner and Project Manager for Dreamland Manor

End of Meeting.

### Meeting 2:

Date: 23rd May 2023

#### Participants:

- Abiodun Samson Maborukoje (Mabos)
- Shaun Bell-Gibson
- Tasweem Beelunkhan

#### Agenda:

1. Reviewing and Reducing Word Count of the Report
2. Discussing Database Implementation using MySQL
3. Suggestions for Further Improvement and Citations
4. Assigning Responsibility for Submitting the Assignment

#### Minutes:

The team began by acknowledging their progress on the report and discussed the need to review and reduce the word count. Mabos brought up the concern that the report's word count had exceeded the specified limit (1100 words) for the body.

Shaun and Tasweem volunteered to read through the document again to identify areas for further reduction. Shaun pointed out the entities and attributes definition table as a significant contributor to the word count, suggesting ways to reformulate it.

The team discussed converting the data types table into an image (figure) to save words, and Mabos took responsibility for this task. Shaun offered to find relevant literature and citations related to crow's foot notation and RDBMS for incorporation into the report.

The meeting concluded with a sense of teamwork and collaboration as the team members appreciated each other's efforts in providing valuable feedback and ideas.

#### Meeting 3:

Date: 5th June 2023

#### Participants:

- Abiodun Samson Maborukoje (Mabos)
- Shaun Bell-Gibson
- Tasweem Beelunkhan

#### Agenda:

1. Final Review of the Report
2. Nomination of the Submission Responsible
3. Turnitin Report and Plagiarism Check

Minutes:

Over the following days, the team members carefully reviewed the report, and Shaun suggested incorporating more critical analysis, while acknowledging the word count limitations. Tasweem expressed satisfaction with the document and praised the selection of relevant entities for the hospitality industry and the decision to use MySQL.

Mabos uploaded the report to Turnitin for a plagiarism check and shared the Turnitin report with the team. The team noted that the report had only a minimal 12% match from the Reference section, which was well within the acceptable limits.

The meeting concluded with a spirit of camaraderie and collaboration, with Mabos sharing the link to the Turnitin report and expressing the team's readiness for submission.

End of Meeting.