Meeting Minutes – Team 3 UoE Bigdata Assignment Group Project 2

Meeting 1:

Date: 21st June 2023

Participants:

- Abiodun Samson Maborukoje (Mabos)

- Shaun Bell-Gibson

- Tasweem Beelunkhan

Agenda:

1. Feedback on the First Assignment

2. Planning for the Second Assignment - Executive Summary

3. Dividing Tasks and Setting Deadlines

Minutes:

Mabos initiated the meeting by sharing the feedback received for the first assignment, which highlighted areas for improvement in achieving a better balance between theory and practice and enhancing critical analysis.

The team discussed the plan for the second assignment, which involved creating an Executive Summary of the completed design and build of a logical database based on the previous report. The summary should include findings, recommendations, and critical evaluation of data models used in the design.

Task Division:

- Shaun:

  - Set up the Google Docs document and create the initial report structure.

  - Work on the Evaluation of the RDBMS and focus on the security requirements section.

  - Create the database on Python with a connection to MySQL server localhost.

- Mabos:

  - Work on the Summary of the work carried out.

  - Populate the Database with data.

- Tasweem:

  - Work on the Summary Findings.

  - Evaluate and analyse the pros and cons of the database proposal.

The team committed to completing the work before the submission deadline and agreed to collaborate on Google Docs to review and contribute to each other's sections.

End of Meeting.

Meeting 2:

Date: 3rd July 2023

Participants:

- Abiodun Samson Maborukoje (Mabos)

- Shaun Bell-Gibson

- Tasweem Beelunkhan

Agenda:

1. Completing the Security Requirements Section

2. Dividing Remaining Work for the Executive Summary

3. Planning for the Upcoming Module

Minutes:

The team discussed the completion of the security requirements section for the executive summary. Tasweem, drawing from her experience in the hospitality industry, shared insights on the use of API keys and other security measures.

Tasweem volunteered to create a shared document for writing the security requirements section, incorporating her expertise. The team agreed to contribute further research and suggestions to enhance the section.

Regarding the upcoming module, which would focus on API security, Tasweem and Shaun took the lead in preparing for it, with the entire team supporting their efforts.

End of Meeting.

Meeting 3:

Date: 8th July 2023

Participants:

- Abiodun Samson Maborukoje (Mabos)

- Shaun Bell-Gibson

- Tasweem Beelunkhan

Agenda:

1. Progress Update on Executive Summary Sections

2. Additional Security Features for the Database

3. Finalizing the Work

Minutes:

The team provided updates on their respective sections for the executive summary. Shaun made progress on the evaluation, Mabos started with the summary of work, and Tasweem contributed to the findings section.

Shaun suggested adding more security features to the database for further evaluation, which Mabos agreed to implement. The team discussed plans to include performance and penetration tests in the code to enhance the design work.

Tasweem raised a concern about overlapping information between the summary findings and the pros and cons of the database proposal. The team discussed how to differentiate and present the information more effectively.

The team committed to completing the work within the week and conducting a final review before submission.

End of Meeting.

Meeting 4:

Date: 16th July 2023

Participants:

- Abiodun Samson Maborukoje (Mabos)

- Shaun Bell-Gibson

- Tasweem Beelunkhan

Agenda:

1. Reviewing and Finalizing the Executive Summary

2. Checking for Document Coherency and Consistency

3. Addressing Feedback Points

Minutes:

The team reviewed the executive summary and identified areas for improvement. Shaun pointed out that the document contained a lot of first-person language, which needed to be revised for consistency.

Minor formatting issues were addressed, and the team discussed the importance of including proper references for the security recommendations.

Shaun confirmed the current word count and the remaining tasks to complete before finalizing the executive summary.

End of Meeting.

Meeting 5:

Date: 17th July 2023

Participants:

- Abiodun Samson Maborukoje (Mabos)

- Shaun Bell-Gibson

- Tasweem Beelunkhan

Agenda:

1. Final Review of the Executive Summary

2. Confirming Submission Plan

Minutes:

The team conducted a final review of the executive summary and made necessary adjustments, ensuring coherency and consistency throughout the document.

All tasks were completed, and the document remained within the word count limit. Mabos confirmed the team's readiness to submit the assignment, and the team agreed to submit the document before the deadline.

End of Meeting.