**GROUP ASSIGNMENT – MEETING MINUTES**

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| **Module Name** | CSCK541 August 2025 B |
| **Assignment Name** | **Record Management System Project** |
| **Assignment Due Date** | Monday, 13 October 2025, 11:59 PM |
| **vTeam Name** | Group B |

Please, list your team members’ names in the table below and their respective roles.

Depending on the project, roles could be represented by specific tasks (i.e., tests/reviews), sections (i.e., poster sections), or anything else that explicitly identifies what each member is assigned to.

This document can be used for both synchronous (live/ real-time) and asynchronous collaboration.

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| **Full Name** | **Role / Tasks** |
| Theresa Strydom |  |
| Salman Bahammam |  |
| Michelle Torres |  |
| Matthew Ankers |  |
| Matthew Robinson |  |

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| **1. Meeting info** | | | |
| **Date of Meeting (or reporting deadline)** | 23 September 16:00 | **Time [UK] (or reporting deadline e.g. 23:55)** |  |
| **Location (VLE, Teams Chat for asynchronous)** | Teams | **Minutes prepared by** | Theresa Strydom |

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| **2. Meeting Objective (task completion, challenges, future tasks)** |
| * Finalise roles & tasks. * Agree on next deliverables |

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| **3. Attendance (or reporting progress from team members within 24h window before deadline)** | |
| **Full Name** | **Present (reported) / Not present (did not report) / Sent apologies** |
| Theresa Strydom |  |
| Salman Bahammam |  |
| Michelle Torres |  |
| Matthew Ankers |  |
| Matthew Robinson |  |

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| **4. Agenda and Notes, Decisions, Issues** | | |
| **Topic** | **Owner** | **Notes** |
| Project structure | Theresa | record\_management/  ├── src/  │ ├── main.py # GUI and main app logic  │ ├── storage.py # File load/save functions  │ └── records.py # CRUD functions  ├── tests/  │ ├── test\_storage.py  │ └── test\_records.py  ├── records.json # Data file (in .gitignore)  ├── README.md # Project overview  ├── docs/  │ └── report.docx # 500-word report  └── .gitignore # Ignore records.json, \_\_pycache\_\_, etc. |
| Onedrive Project Folder location: | Theresa | [13 Oct Assignment 2 Record management system](https://theuniversityofliverpool-my.sharepoint.com/:f:/g/personal/sgtstryd_liverpool_ac_uk/ErmG56VcPkVEvwUvHMuSx04Bsfkc22D-Jt5JxLQaQZSxeQ?e=qhPqbJ)  https://theuniversityofliverpool-my.sharepoint.com/:f:/g/personal/sgtstryd\_liverpool\_ac\_uk/ErmG56VcPkVEvwUvHMuSx04Bsfkc22D-Jt5JxLQaQZSxeQ?e=qhPqbJ |
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| *The “Notes” column should include a summary of the discussion had about the topic and any decision taken.* | | |

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| **5. Action Items** | | |
| **Action** | **Owner** | **Due Date** |
|  | Theresa Strydom |  |
|  | Salman Bahammam |  |
|  | Michelle Torres |  |
|  | Matthew Ankers |  |
|  | Matthew Robinson |  |
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| *The “Action” section must include the action(s) that the “Owner” (the student assigned to complete the action) must complete by the due date.* | | |

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| **6. Next Meeting (or reporting deadline)** | | | |
| **Date** (DD/MM/YY) | **30/09/25** | **Time [UK]** (HH:MM) |  |
| **Location** | Teams | | |
| **Objective** |  | | |
| *Unless this minutes refers to the last one before submission, students need to identify date, location and objective of the next meeting/ reporting deadline before concluding the current meeting/ reporting deadline.* | | | |

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| A copy of this document **MUST** be included in your final submission.  The assessment will take into account these documents: you must ensure they are updated and accurate. In case of inconsistencies, please discuss them with your peers before submitting it. If these documents result inconsistent and differ among submissions, the final grade will be negatively affected (poor engagement). |