

## **Meeting Notes 3.0 for Project Part 3 - Conceptual Modeling**

**Attendees:** Jay Patel, Tej Gumaste, Kaleb Howard, Andrew Reyes, Shayaan Mohammad (Virtually)

**Time:** 11:00 AM - 12:00 PM

**Date:** 11th March 2025

**Location:** Slawson Hall Meeting Area

### **Objective:**

- Discuss Project Part 3 for conceptual modeling.
- Review the ER attributes and entity relationships as a team and brainstorm the design of our ER model.
- Confirm the finalized entities and attributes before starting ER modeling.

### **Task Completion Confirmation from Last Meeting:**

All tasks assigned in the last meeting were successfully completed by the teammates. Once everyone was finished with their respective tasks, Tej reviewed the document and cross-checked it with the team before final submission to ensure accuracy.

### **Brainstorming Session:**

Since this was midterm week, two of our members could not attend the meeting in person. Due to this, we decided not to proceed with practical work on ER model implementation, as we wanted full participation from all team members so that we ensure efficiency and collaboration. To accommodate everyone after their midterms, we scheduled another meeting for Thursday, 13th March, at 6:00 PM (Virtually).

We started the meeting by finalizing the entities from Project Part 2, to discuss any feasible additions, or removals. Once that was discussed, we started looking for a collaborative tool where we could efficiently work on the ER model together. After exploring recommendations available on Canvas and testing different platforms for about 15 minutes, we decided to use Canva. The main reasons for choosing Canva were:

- Most of the teammates assigned ER design implementation tasks were already familiar with the tool.
- It was easy to navigate and allowed seamless collaboration and sharing among team members.

After selecting the tool, we began establishing the relationships between the entities. However, since not all team members were present, we agreed to hold a second meeting to refine the

details of the relationships and notations. Additionally, we decided to discuss the ER design implementation during that session to ensure a thorough and well-structured model.

At the end of the meeting, we summarized our discussion, outlined pending tasks, and adjourned.

### **Tasks Allocated:**

- **Jay:** Prepare meeting notes and create the Project Part 3 document, making it available for teammates to edit.
- **Tej:** Share details on the selected tool and provide a summary of the meeting for those who were absent or needed clarification.
- **Andrew & Kaleb:** Research alternative resources that might be more efficient for our ER model development.
- **Shayaan & James:** To catch-up on this meeting through the notes. Ask team members for additional details if necessary.

### **Follow-up Actions:**

- All teammates should prepare to work on the ER model.
- Review entity relationships, notations, and design concepts to ensure a smooth workflow in the next meeting.
- **Next Meeting:** Thursday, 13th March 2025, at 6:00 PM (Virtually).