Meeting Notes for Database Requirements.

1. **Meeting Date:** 11:30am, 25th February 2025
2. **Attendees**: Jay Patel, Tej Gumaste, Shayaan Mohammed, Kaleb Howard, Andrew Reyes. James Hanselman (virtually).
3. **Time:** 11:30 AM to 12:31pm
4. **Location:** Slawson Hall study
5. **Objective:** The main agenda of today was to discuss the work done by each individual after the initial meeting. Then primarily focus on brainstorming about **Project Part 2 - Database Requirements.**
6. **Tasks Completion Confirmation:**
   a. Tej created the github page and prepared the agenda, timing and location for our meeting.
   b. Jay successfully created the shared google drive, meeting notes.
   c. Shayaan and Jay were successful in finishing the Project Part 1 document.
   d. James, Andrew, Kaleb and Shayaan started their research into some database examples to identify attributes, relations and set-of-attributes. They also started with some simple SQL samples to set up the environment for our project.
7. **Brainstorming:**
   a. We started off by reading the database requirement description (~5mins) to get a hold of it and start discussing it .
   b. We started discussing each section one-by-one in order to keep consistency in our thoughts and follow the suggested structure.
   c. Once we finished discussing the objective and introduction we started talking about stakeholders.
   d. To identify stakeholders and end-users for our project, we discussed the possibilities for about 15-20 mins.
   e. Moreover, after we note down our stakeholders and end-users, we started talking about Requirements:
      i. Reports:
         1. Andrew started the conversation by mentioning the key points from previous meetings.

2. Shayaan looked up report styles and we discussed what could be done for this project.

3. Kaleb proposed suggestions for reports that can be created to keep track of member engagement.

4. While discussing, the group kept on creating possible reports for different aspects of our project.

ii. Data entities:

1. Discussion took off on what we already had discussed in the last meeting for entities and agreed on those already selected.

2. Group started brainstorming about each entity in detail, identifying their key attributes, set-of-attributes, and relationships between entities.

f. Once we were done discussing requirements, we went over the hardware and software requirements and discussed what could be used for the best outcome and easiest implementation, to avoid a big learning curve. After discussing that, we concluded our meeting with some quick summarization and some laughs.

8. **Tasks Allocated: (Due before 11:59 pm 1st March, Saturday)**

a. Project document was distributed in small pieces to distribute the workload:

i. Tej and Shayaan: Requirements section of document to be done.

ii. Andrew to complete the Stakeholders section.

iii. Kaleb to work on Objective and Introduction sections.

iv. James to finish up the Hardware and Software Requirements section and Appendices.

b. Jay: To complete the meeting log and refine the shared document. To make sure everyone has access to documents as needed. To help others if needed.

9. **Follow-up Actions:** To communicate as work is being done on the document. Share resources for research on tech stack. For everyone to share ideas with team members and add those onto the Appendices.