

Meeting Log

Meeting Schedule

- **Day:** Friday or Saturday
- **Time:** Any time between 6:00 PM Friday and 8:00 PM Saturday
- **Location:** Virtual meetings via Discord or Zoom
- Exceptions from this scheduled permitted as availability shifts

Meeting 1

- Meeting not precisely scheduled and was instead conducted over several days virtually.
- **Team Members Present:** Full attendance
- **Objective:** Determine availability and complete Part 1.
- **Tasks Completed:**
 - Centralized communication channel established
 - Contemporary member availability determined and documented over [when2meet](#).
 - Part 1 write-up organization and structure determined
 - Overall project goals discussed
 - Part 1 sections written, reviewed, and approved
 - GitHub repository created

Meeting 2

- **Date and Time:** 03/01/2025 to 03/02/2025
- **Location:** Virtual
- **Team Members Present:** Full attendance
- **Objective:** Organize and complete requirements document, discuss early implementation details of database, establish essential entities and relationships
- **Tasks Completed:**
 - Part 2 write-up structure and details determined
 - Adapted project overview and scope sections (Darshil P)
 - Identified potential stakeholders and use cases (Aryan K)
 - Discussed potential functional requirements for items, client memberships, transactions, and reports (Chase C, Matthew P)
 - Discussed additional non-functional requirements (Aryan K)
 - Identified key entities and detailed potential attributes (Chase C)
 - Documented ideal hardware and software requirements (Darshil P)
 - Created glossary and appendix for further clarification and documentation (Matthew P)

- Part 2 sections written (Darshil P, Aryan K), reviewed (Chase C, Carson A), and approved (Carson A)
- Documents pushed to GitHub repository (Carson A)

Meeting 3

- **Date and Time:** 03/16/2025
- **Location:** Virtual
- **Team Members Present:** Full attendance
- **Objective:** Discuss database implementation details, further refine conceptual model, create corresponding ER diagram
- **Tasks Completed:**
 - Include revised project overview and scope sections (Darshil P)
 - Redefine major entities and relationships (Darshil P)
 - Refine entity and relationship attributes (Chase C, Matthew P)
 - Determine cardinalities within relationships (Chase C, Aryan K)
 - Create ER diagram according to specifications (Chase C)
 - Cross-verify conceptual model with ER diagram
 - Resolve inconsistencies and determine design choices (Aryan K)
 - Updated appendix sections (Carson A, Matthew P)
 - Push documents to GitHub repository (Carson A)

Meeting 4

- **Date and Time:** 04/06/2025
- **Location:** Virtual
- **Team Members Present:** Full attendance
- **Objective:** Map the ER diagram into a Relational Schema Diagram and document any relevant information
- **Tasks Completed:**
 - Create Project Overview and update glossary (Aryan K)
 - Identify relations and create corresponding table (Darshil P, Chase C)
 - Define attributes and domains for each relation (Darshil P, Matthew P)
 - Determine primary keys and establish foreign keys (Darshil P, Aryan K)
 - List any functional dependencies (Chase C, Aryan K)
 - Merge shared attributes of items into Item generalization (Aryan K, Darshil P)
 - Create Relational Schema diagram according to specifications (Darshil P)
 - Compare the completed logical model with the ER diagram and review any differences (Carson A, Chase C, Matthew P)
 - Updated appendix sections (Carson A, Matthew P)
 - Push documents to GitHub repository (Carson A)