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| **Meeting:** | Monthly Meeting - February | **Date:** | 2024-02-28 |
| **Recorder:** | Louise Fear | **Time:** | 10:55 AM |
| **Attendees:** | Louise Fear, James Laurence, Gabriela Mkonde, Chris Whalen | | |
| **Absentees:** |  | | |
| Agenda | | | |
| 1. Scrum 1 2. Scrum 2 3. Scrum 3 4. Scrum 4 | | | |

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| Discussion | |
|  | Task Tracking:   * + - * + Toggl has been set up with tasks, deadlines, and team member responsible for the task.         + Tasks were broken into mini milestones.   To-Do:   * + - * + ERD (Chris)         + DFD (Gabriela)         + Data acquisition (Louise & James)   Other:   * + - * + Tasks listed are delayed due to waiting for approval of education account of Drug bank database. |
|  | Data Acquisition:   * + - * + Majorly delayed due to the inability to extract the data from such a large XML file.         + Attempts were made to import XML to SQL, Access, Power BI, Excel – unsuccessful.         + Attempts were made to use Python and Jupyter Notebook to create a data frame from the XML and export it as a csv – unsuccessful.         + Attempts were made to transform the XML to JSON using Python and create a data frame from there – unsuccessful.         + Attempts were made to use a file converter to convert XML to JSON – unsuccessful.         + Spoke to the project sponsor and he is going to take some time to explore the data and provide suggestions by next scrum meeting so we can move forward.   ERD:   * + - * + Delayed due to impediments listed above.   DFD:   * + - * + Delayed due to impediments listed above. |
|  | Data Acquisition:   * + - * + Project sponsor has provided a PowerShell script and a small .txt file that displays extracted attributes from the XML file.         + The goal is now to use this script and modify it to get the attributes that the team decides on by the next scrum meeting.   ERD:   * + - * + Delayed due to impediments listed in previous scrum.   DFD:   * + - * + Delayed due to impediments listed in previous scrum.   Data Dictionary:   * + - * + New goal is for each team member to make a pre-data dictionary using the raw XML file to identify key attributes that should be included in the final database.         + At the next scum meeting a finalized list will be created based on team approval and discussion of individual pre-data dictionaries.         + This can then be used to ease the burden of data acquisition, to only extract the attributes of importance.   Other:   * + - * + Updates to project charter and Toggl, reflecting the time delay of tasks. |
|  | Data Acquisition:   * + - * + Finalized the attributes we want in our final database.         + We have a skeleton script that can extract out specified attributes and their values.         + Trying to loop through the elements in the ‘drug’ table and get the attributes and values into that table.         + Need to extract and export data as a csv.         + Need to merge the csv files together.   ERD:   * + - * + Created a word document that outlines the tables and attributes we need.         + Started the actual ERD – ‘drug’ and ‘products’ tables are in there.         + As of today – Going to continue building the ERD.   DFD:   * + - * + Initial DFD version is complete.         + Need to discuss this DFD and get team approval.         + Need to finalize the DFD based on team feedback/discussions.   Task Tracking:   * + - * + We have implemented new tracking software (Monday.com), since Toggl was not giving us the tools we needed.         + All tasks and known deadlines have been put into the project.         + All members have been added to the project.         + Need to figure out how to export reports for scrum meetings.         + No time logs for this scrum because of this switch (manual tracking was done in place of this but is likely inaccurate).   Actions:   * + - * + Finalize the initial DFD (March 9th).         + Finalize the initial ERD (March 9th).         + Finish extracting data and merge the csv files together (March 9th).         + Begin DDL scripts based on data acquisition results (Dependent on data extraction completion). |

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| Open Action Items | | | | |
| **#** | **Open Date** | **Required Action/Follow-Up** | **Owner** | **Target Date** |
| 1 | 2024-02-28 | Discussion and review of initial DFD | Team | 2024-03-05 |
| 2 | 2024-02-28 | Completion of initial ERD | Chris | 2024-03-09 |
| 3 | 2024-02-28 | Completion of full data extraction | Louise & James | 2024-03-09 |
| 4 | 2024-02-08 | Merging csv files and creating relationships between tables | Louise & James | 2024-03-09 |

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| Closed Action Items (since last meeting) | | | | |
| **#** | **Open Date** | **Required Action/Follow-Up** | **Owner** | **Closed Date** |
| 1 | 2024-02-27 | Initial DFD | Gabriela | 2024-01-28 |
| 2 | 2024-01-30 | Initial Data download | Louise & James | 2024-01-27 |
| 3 | 2024-02-21 | New tracking software | Louise | 2024-02-27 |
| 4 | 2024-01-23 | Project Charter & Documentation | Team | 2024-01-30 |

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| Decision Log | | | |
| **#** | **Date** | **Decision** |
| 1 | 2024-01-10 | Getting education account for Drug bank to access master XML file of drugs and their interactions |
| 2 | 2024-02-16 | Getting support from project sponsor regarding extracting data from XML file and into csv format |
| 3 | 2024-02-21 | Switching to ‘Monday.com’ tracking software instead of Toggl |
| 4 | 2024-02-27 | Finalized important attributes to be in the final database |

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| Parking Lot/Future Items/Outstanding Questions | |
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