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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | WEEKLY SCRUM MEETING MINUTES! | | | | | | | | | | | |
|  | **Project Name:** | | Drug Profile and Interaction | | | | **Date:** | | 16/02/2024 | |  |  |
|  | **Meeting Purpose/Goal:** | | Progress from last week and tasks for this week | | | | **Start:** | | 11:30 AM | |  |  |
|  | **Place:** | | Teams Meeting | | | | **End:** | | 11:50 AM | |  |  |
|  |  |  |  |  |  | |  | |  | |  |  |
|  | Attendees | | | | | | | | | |  |  |
|  |  |  |  |  |  | |  | |  | |  |  |
|  | Name | | | | | | | | | |  |  |
|  | James Laurence  Chris Whalen | | | | | Louise Fear  Gabriela Mkonde | | | | |  |  |
|  |  |  |
|  |  |  |
|  | Agenda & Notes | | | | | | | | | |  |  |
|  |  |  |  |  |  | |  | |  | |  |  |
|  | Topic | | | | | | | Owner | | Time |  |  |
|  | Data Acquisition – incomplete due to issues facing xml file, unable to parse using python, access, sql, c# | | | | | | | Entire Team | | 10 |  |  |
|  | ERD – Waiting on data acquisition. Without knowing what data will be extracted from XML file, ERD cannot be started | | | | | | | Chris Whalen | | 5 |  |  |
|  | DFD – Waiting on data acquisition. Level 0 DFD complete, however level 1 requires ERD to know datastores | | | | | | | Gabriela Mkonde | | 5 |  |  |
|  |  | | | | | | |  | |  |  |  |
|  | Actions | | | | | | | | | |  |  |
|  |  |  |  |  |  | |  | |  | |  |  |
|  | Action | | | | To be Taken by | | | | Due Date | |  |  |
|  | Holding pattern due to issue with Data Acquisition | | | | Louise/James/George | | | | 22/02/2024 | |  |  |
|  | Other tasks waiting on Data Acquisition | | | | Team | | | |  | |  |  |
|  |  | | | |  | | | |  | |  |  |
|  |  | | | |  | | | |  | |  |  |
|  | Next Meeting | | | | | | | | | |  |  |
|  |  |  |  |  |  | |  | |  | |  |  |
|  | **Date:** | 22/02/2024 | **Time:** | 10:30 AM | **Location:** | | During schedule class | | | |  |  |
|  |  |  |  |  |  | |  | |  | |  |  |
|  | **Objective:** | Updating Project timeline, data acquisition, current issues members are facing, help neededneeded | | | | | | | | |  |  |
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