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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | WEEKLY SCRUM MEETING MINUTES! | | | | | | | | | | | | | |
|  | **Project Name:** | | | | Drug Profile and Interaction | | | | **Date:** | | 28/02/2024 | |  |  |
|  | **Meeting Purpose/Goal:** | | | | Progress from last week and tasks for this week | | | | **Start:** | | 10:55 AM | |  |  |
|  | **Place:** | | | | Teams Meeting | | | | **End:** | | 11:22 AM | |  |  |
|  |  | | |  |  |  |  | |  | |  | |  |  |
|  | Attendees | | | | | | | | | | | |  |  |
|  |  | | |  |  |  |  | |  | |  | |  |  |
|  | Name | | | | | | | | | | | |  |  |
|  | James Laurence  Chris Whalen | | | | | | | Louise Fear  Gabriela Mkonde | | | | |  |  |
|  |  |  |
|  |  |  |
|  | Agenda & Notes | | | | | | | | | | | |  |  |
|  |  | | |  |  |  |  | |  | |  | |  |  |
|  | Topic | | | | | | | | | Owner | | Time |  |  |
|  | Data Acquisition  Previous day   * Got a semi working script with the main drug table. * We have decided on the attributes.   Current   * Still trying to figure out the looping of the additional tables. * Having the actual csv files saved   Impediments   * Data | | | | | | | | | Entire Team | | 10 |  |  |
|  | ERD  Previous day   * Created a document to outline the tables needed. * Started the actual ERD.   Current   * Will continue working on the ERD.   Impediments   * School work | | | | | | | | | Chris Whalen | | 5 |  |  |
|  | DFD  Previous day   * Worked on the DFD   Current   * Waiting for a discussion with the group   Impediments   * Job Fair | | | | | | | | | Gabriela Mkonde | | 5 |  |  |
|  |  |  |
|  | Task tracking  Previous day   * Research & implement an online task tracking.   Current   * Adding tasks to the tracker   Impediments   * Trip * Job Fair | | | | | | | | | Louise Fear | |  |  |  |
|  | Actions | | | | | | | | | | | |  |  |
|  |  | | |  |  |  |  | |  | |  | |  |  |
|  | Action | | | | | | To be Taken by | | | | Due Date | |  |  |
|  | Finalise DFD | | | | | | Team (final approval) | | | | 09/03/2024 | |  |  |
|  | ERD is complete 1.0 | | | | | | Chris Whalen | | | | 09/03/2024 | |  |  |
|  | Data Acquisition extraction complete | | | | | | James/ Louise | | | | 09/03/2024 | |  |  |
|  | Pre-complete data dictionary to match the data | | | | | | Team | | | | 09/03/2024 | |  |  |
|  |  | | | | | | | | | | | |  |  |
|  | Next Meeting | | | | | | | | | | | |  |  |
|  |  | | |  |  |  |  | |  | |  | |  |  |
|  | **Date:** | | | 06/03/2024 | **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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