|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | WEEKLY SCRUM MEETING MINUTES # 6 | | | | | | | | | | | | | |
|  | **Project Name:** | | | | Drug Profile and Interaction | | | | **Date:** | | 22/03/2024 | |  |  |
|  | **Meeting Purpose/Goal:** | | | | Progress from last week and tasks for this week | | | | **Start:** | | 12:30 PM | |  |  |
|  | **Place:** | | | | Teams Meeting | | | | **End:** | | 1:00 PM | |  |  |
|  |  | | |  |  |  |  | |  | |  | |  |  |
|  | Attendees | | | | | | | | | | | |  |  |
|  |  | | |  |  |  |  | |  | |  | |  |  |
|  | Name | | | | | | | | | | | |  |  |
|  | James Laurence  Chris Whalen | | | | | | | Louise Fear  Gabriela Mkonde | | | | |  |  |
|  |  |  |
|  |  |  |
|  | Agenda & Notes | | | | | | | | | | | |  |  |
|  |  | | |  |  |  |  | |  | |  | |  |  |
|  | Topic | | | | | | | | | Owner | | Time |  |  |
|  | Clean Dirty CSVs from datadump  Previous day  Current  Impediments | | | | | | | | | Louise Fear | |  |  |  |
|  | ERD  Previous day  Current  Impediments | | | | | | | | | Chris Whalen | |  |  |  |
|  | DFD/Data Dictionary  Previous day  Current  Impediments | | | | | | | | | Gabriela Mkonde | |  |  |  |
|  |  |  |
|  | SQL Schema Script Creation Previous day  Current  Impediments | | | | | | | | | James Laurence | |  |  |  |
|  | Actions | | | | | | | | | | | |  |  |
|  |  | | |  |  |  |  | |  | |  | |  |  |
|  | Action | | | | | | To be Taken by | | | | Due Date | |  |  |
|  | Finalise DFD | | | | | | Team | | | | 22/03/2024 | |  |  |
|  | Finalise ERD | | | | | | Team | | | | 22/03/2024 | |  |  |
|  | Finalize DDL Script for Database | | | | | | Team | | | | 22/03/2024 | |  |  |
|  | Finalize Data dictionary | | | | | | Team | | | | 22/03/2024 | |  |  |
|  | Import Clean Data into drugDB | | | | | | TBD | | | | 05/04/2024 | |  |  |
|  | User Interface Design to be created | | | | | | TBD | | | | 05/04/2024 | |  |  |
|  |  | | | | | | | | | | | |  |  |
|  | Next Meeting | | | | | | | | | | | |  |  |
|  |  | | |  |  |  |  | |  | |  | |  |  |
|  | **Date:** | | | 05/04/2024 | **Time:** | 10:30 AM | **Location:** | | During scheduled class | | | |  |  |
|  |  | | |  |  |  |  | |  | |  | |  |  |
|  | **Objective:** | | | Updating Project timeline, UI design, current issues members are facing, provide help | | | | | | | | |  |  |
|  |  | | |  |  |  |  | |  | |  | |  |  |
|  |  | | |  |  |  |  | |  | |  | |  |  |