<u>**Meeting Minutes:**</u> Group 5

**Date:** 15th January 2025

**Time:** 13:00

**Location/Platform:** In person, computer room F19 on St Lukes campus

**Chair:** Emily

**Note taker:** Emily

**Attendees:** Emily, Esther, Ross (apologies from Jenna)

**Discussion Items**

**Onedrive link:** [HPDM172 Group 5 Hospital](HPDM172 Group 5 Hospital)

1. **Progress with Access database**

Ross confirmed completion of the Access database. Ross sent links to all so that it can be confirmed separately and queries tested. Draft queries are in github.

2. **Confirm any outstanding items from MySQL**

   Discussed the MySQL code on github. The code for number 7 is missing. Emily to complete this one and save to github.

3. **Discuss updating plans for README**

   README need updating in a number of places. Emily to complete section which is already started on the use of generative AI. Other sections to be looked at so we can confirm what need updating prior to submission.

4. **Allocation of tasks identified and confirmation of timescale for completion**

   Emily to complete section in README on generative AI and to complete MySQL 7 and upload to github

   All to check the Access database to confirm that the queries work

**Date of next meeting:** via whatsapp, 16th January, 10:00