

Meeting Agenda: Group 5

Date: 13th December 2024

Time: 2pm

Location/Platform: Whatsapp Call

Chair: Emily

Note taker: Jenna

Agenda

Item	Person	Time
Review progress	All members	5 mins
Assign roles	Jenna	5 mins
Discuss start of project tasks	All members	5 mins
Next steps	Ross	5 mins

Meeting End: 2:20pm

To do:

1. All members to draft ERD, then amend and decide on most suitable one in shared OneDrive file.
2. Ross and Jenna to begin work on flowcharts and pseudocode.
3. Jenna to update GitHub repository as appropriate.

Date of next meeting: 30th December 2024, 4pm