

Meeting Minutes: Group 5

Date: 14th January 2025

Time: 12.30pm

Location/Platform: in-person Cross Keys

Chair: Ross

Note taker: Jenna

Attendees: Emily, Esther, Jenna, Ross

Discussion Items

1. Progress

- a. Attendees discussed work done since the last meeting:
 - i. Esther, Emily, and Jenna have completed remaining SQL scripts and uploaded onto GitHub.
 - ii. Esther has completed MS Access query scripts for 13-16.
 - iii. Ross has reproduced table onto MS Access, including:
 - 1. Tables
 - 2. Queries
 - iv. Esther updated GitHub to include:
 - 1. In SQL queries folder:
 - a. Queries 13-16
 - 2. In MS Access queries folder:
 - a. Queries 13-16
 - v. Emily updated GitHub to include:
 - 1. In SQL queries folder:
 - a. Queries 5-7
 - vi. Jenna updated GitHub to include:
 - 1. In SQL queries folder:
 - a. Queries 17-19

2. SQL queries checking

- a. Esther and Jenna ran all queries, finding and fixing issues with query 2 and query 5.

3. MS Access database

- a. Ross created MS Access database and added a number of queries on.

4. Next tasks:

- a. Ross
 - i. Upload SQL scripts to GitHub for queries 8-12

- ii. Create Access query scripts and upload to GitHub
 - iii. Upload queries to Access and check functionality
 - iv. Upload Access database to GitHub
- b. Emily
 - i. Create Access query scripts and upload to GitHub
- c. Esther
 - i. Create Access query scripts and upload to GitHub
 - ii. Upload queries to Access and check functionality
- d. Jenna
 - i. Amend SQL query 5
 - ii. Check functionality of queries 8-12
 - iii. Export database and upload to GitHub
 - iv. Collate meeting agendas and minutes
 - v. Create TeamPortfolio folder and upload files to GitHub
 - vi. Create GitHub Pages
- e. TBA who should do what:
 - i. Amend README.md for completeness
 - ii. Upload remaining pseudocode
 - iii. Fill out AI declaration form
 - iv. Collate amilestones

Date of next meeting: in-person 15th January 12.30pm