

Meeting Minutes: Group 5

Date: 13th December 2024

Time: 2pm

Location/Platform: Whatsapp Call

Chair: Ross

Note taker: Jenna

Attendees: Emily, Esther, Jenna, Ross

Discussion Items:

1. Project brief:

- a. Ross summarised project requirements, ensuring clarity for all members on project brief, discussing planning documents, portfolio, MySQL, MS Access, and documentation on GitHub.

2. Database Structure:

- a. All members of the group discussed the requirements for database structure and basic objective of the project.

3. Task Allocation Discussion:

- a. All members of the group spoke about their strengths and weaknesses and started discussion on what role in project each member wants to take on.

4. Next Steps:

- a. Ross
 - i. Create timeline of tasks in chronological order.
- b. Jenna
 - i. Create GitHub repository.
 - ii. Create shared OneDrive folder.
- c. All members
 - i. Read through brief and consider role in project.