

Meeting Minutes: Group 5

Date: 23rd December 2024

Time: 11am

Location/Platform: Whatsapp Call

Chair: Emily

Note taker: Jenna

Attendees: Emily, Jenna, Ross

Discussion Items:

1. Progress

- a. Attendees discussed work over the past week:
 - i. Ross created timeline and breakdown of tasks
 - ii. Jenna amended to split tasks evenly between members
 - iii. Jenna discussed creation of GitHub and OneDrive and ensured all members had access to both.

2. Role Assignment

- a. Based on breakdown of tasks:
 - i. All discussed which roles they would undertake:
 - MySQL lead: Emily
 - MS Access lead: Ross
 - GitHub lead: Jenna
 - Portfolio lead: Esther

3. Project Tasks Discussion/Next tasks:

- a. All members to draft ERD and leave comments/amend others to create final version.
- b. Ross
 - i. Based on ERD, begin corresponding flowcharts and pseudocode for queries.
- c. Jenna
 - i. Based on ERD, begin corresponding flowcharts and pseudocode for queries.
 - ii. Clean hospitals.csv and upload to GitHub.

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