<p style="text-align: center;"><u>**Meeting Agenda:**</u> Group 5</p>

Date: 14th January 2025

Time: 12.30pm

Location/Platform: in-person Cross Keys

Chair: Ross

Note taker: Jenna

Agenda

Item	Person	Time
Review progress	All members	10 mins
SQL queries checking	Esther and Jenna	5 mins
MS Access	Ross	10 mins
Next steps	Emily	5 mins

Meeting End: 1pm

To do:

1. SQL scripts finalise
   a. Jenna to amend sql query 5 to ensure new patient is linked to nearest doctor (by postcode).
   b. Ross to upload SQL scripts to GitHub for queries 8-12.
      i. Jenna to check functionality.
   c. Jenna to export database using mysqldump and upload to GitHub.
2. MS Access
   a. Ross and Esther to continue work on Access.
   b. Emily, Esther, and Ross to create MS Access query scripts and upload to GitHub.
   c. Ross and Esther to upload to Access and check functionality.
3. Portfolio
   a. Jenna to collate all meeting agendas and minutes.
   b. Upload to GitHub in a new folder (called TeamPortfolio).
4. Action plan with milestones

      a. TBA who should fill this in.
5. GitHub finalise
      a. Jenna to create GitHub Pages
      b. TBA who should amend the README.md for completeness.
      c. TBA uploading the remaining pseudocode.
      d. Ross to upload MS Access database saved as .accdb file.
      e. Jenna to upload mysqldump
6. AI declaration
      a. TBA fill out AI declaration form
         i. AI used for generating data
7. ELE final submission
      a. Anyone to submit if they would like to-
         i. Final copy of mysqldump and Access database
         ii. URL hyperlink to GitHub repository
         iii. Generative AI delcaration form

Date of next meeting: in-person 15th January 2025 1.30pm