

Meeting Agenda: Group 5

Date: 15th January 2025

Time: 13:00

Location/Platform: In person

Chair: Emily

Note taker: Emily

Agenda

Item	Person	Time
Discuss progress with Access database	Ross	10 minutes
Confirm any outstanding items from MySQL	All	5 minutes
Discuss updating plans for README	All	5 minutes
Allocation of tasks identified and confirmation of timescale for completion	All	5 minutes
Any other business		5 minutes

Meeting End: 13:30

Date of next meeting: by Whatsapp, 16th January, 10:00