

## **Meeting Agenda:** Group 5

**Date:** 8<sup>th</sup> January 2025

**Time:** 1pm

**Location/Platform:** in-person Cross Keys

**Chair:** Esther

**Note taker:** Jenna

### **Agenda**

Item	Person	Time
Review progress	All members	30 mins
SQL queries	Jenna	15 mins
MS Access database discussion	All members	10 mins
Next steps	Ross	15 mins
MySQL issues address	Only Esther and Jenna	1hr 20 mins

**Meeting End:** 2.10pm (Emily and Ross) 3.30pm (Esther and Jenna)

### **To do:**

1. Complete remaining SQL query scripts:
  - a. Emily 5-7
  - b. Ross 8-12
  - c. Esther 13-16
  - d. Jenna 17-19
2. Ross to begin reproducing data in MS Access.
3. Jenna to update GitHub and create sql scripts to manually import csv files.

**Date of next meeting:** in-person 14<sup>th</sup> January 12.30pm