**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:** 
   1. 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:**
   1. All members of the group discussed the requirements for database structure and basic objective of the project.
3. **Task Allocation Discussion:**
   1. 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:**
   1. Ross
      1. Create timeline of tasks in chronological order.
   2. Jenna
      1. Create GitHub repository.
      2. Create shared OneDrive folder.
   3. All members
      1. Read through brief and consider role in project.