**Meeting Agenda:** Group 5

**Date:** 13th December 2024

**Time:** 2pm

**Location/Platform:** Whatsapp Call

**Chair:** Emily

**Note taker:** Jenna

**Agenda**

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| --- | --- | --- |
| **Item** | **Person** | **Time** |
| Review progress | All members | 5 mins |
| Assign roles | Jenna | 5 mins |
| Discuss start of project tasks | All members | 5 mins |
| Next steps | Ross | 5 mins |

**Meeting End:** 2:20pm

**To do:**

1. All members to draft ERD, then amend and decide on most suitable one in shared OneDrive file.
2. Ross and Jenna to begin work on flowcharts and pseudocode.
3. Jenna to update GitHub repository as appropriate.

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