**Meeting Minutes:** Group 5

**Date:** 23rdDecember 2024

**Time:** 11am

**Location/Platform:** Whatsapp Call

**Chair:** Emily

**Note taker:** Jenna

**Attendees:** Emily, Jenna, Ross

**Discussion Items:**

1. **Progress**
   1. Attendees discussed work over the past week:
      1. Ross created timeline and breakdown of tasks
      2. Jenna amended to split tasks evenly between members
      3. Jenna discussed creation of GitHub and OneDrive and ensured all members had access to both.
2. **Role Assignment**
   1. Based on breakdown of tasks:
      1. All discussed which roles they would undertake:

MySQL lead: Emily

MS Access lead: Ross

GitHub lead: Jenna

Portfolio lead: Esther

1. **Project Tasks Discussion/Next tasks:**
   1. All members to draft ERD and leave comments/amend others to create final version.
   2. Ross
      1. Based on ERD, begin corresponding flowcharts and pseudocode for queries.
   3. Jenna
      1. Based on ERD, begin corresponding flowcharts and pseudocode for queries.
      2. Clean hospitals.csv and upload to GitHub.

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