**Meeting Agenda:** Group 5

**Date:** 14th January 2025

**Time:** 12.30pm

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

**Chair:** Ross

**Note taker:** Jenna

**Agenda**

|  |  |  |
| --- | --- | --- |
| **Item** | **Person** | **Time** |
| Review progress | All members | 10 mins |
| SQL queries checking | Esther and Jenna | 5 mins |
| MS Access | Ross | 10 mins |
| Next steps | Emily | 5 mins |

**Meeting End:** 1pm

**To do:**

1. SQL scripts finalise
   1. Jenna to amend sql query 5 to ensure new patient is linked to nearest doctor (by postcode).
   2. Ross to upload SQL scripts to GitHub for queries 8-12.
      1. Jenna to check functionality.
   3. Jenna to export database using mysqldump and upload to GitHub.
2. MS Access
   1. Ross and Esther to continue work on Access.
   2. Emily, Esther, and Ross to create MS Access query scripts and upload to GitHub.
   3. Ross and Esther to upload to Access and check functionality.
3. Portfolio
   1. Jenna to collate all meeting agendas and minutes.
   2. Upload to GitHub in a new folder (called TeamPortfolio).
4. Action plan with milestones
   1. TBA who should fill this in.
5. GitHub finalise
   1. Jenna to create GitHub Pages
   2. TBA who should amend the README.md for completeness.
   3. TBA uploading the remaining pseudocode.
   4. Ross to upload MS Access database saved as .accdb file.
   5. Jenna to upload mysqldump
6. AI declaration
   1. TBA fill out AI declaration form
      1. AI used for generating data
7. ELE final submission
   1. Anyone to submit if they would like to-
      1. Final copy of mysqldump and Access database
      2. URL hyperlink to GitHub repository
      3. Generative AI delcaration form

**Date of next meeting:** in-person 15th January 2025 1.30pm