**Meeting Minutes:** Group 5

**Date:** 14th January 2025

**Time:** 12.30pm

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

**Chair:** Ross

**Note taker:** Jenna

**Attendees:** Emily, Esther, Jenna, Ross

**Discussion Items**

1. **Progress**
   1. Attendees discussed work done since the last meeting:
      1. Esther, Emily, and Jenna have completed remaining SQL scripts and uploaded onto GitHub.
      2. Esther has completed MS Access query scripts for 13-16.
      3. Ross has reproduced table onto MS Access, including:
         1. Tables
         2. Queries
      4. Esther updated GitHub to include:
         1. In SQL queries folder:
            1. Queries 13-16
         2. In MS Access queries folder:
            1. Queries 13-16
      5. Emily updated GitHub to include:
         1. In SQL queries folder:
            1. Queries 5-7
      6. Jenna updated GitHub to include:
         1. In SQL queries folder:
            1. Queries 17-19
2. **SQL queries checking**
   1. Esther and Jenna ran all queries, finding and fixing issues with query 2 and query 5.
3. **MS Access database**
   1. Ross created MS Access database and added a number of queries on.
4. **Next tasks:**
   1. Ross
      1. Upload SQL scripts to GitHub for queries 8-12
      2. Create Access query scripts and upload to GitHub
      3. Upload queries to Access and check functionality
      4. Upload Access database to GitHub
   2. Emily
      1. Create Access query scripts and upload to GitHub
   3. Esther
      1. Create Access query scripts and upload to GitHub
      2. Upload queries to Access and check functionality
   4. Jenna
      1. Amend SQL query 5
      2. Check functionality of queries 8-12
      3. Export database and upload to GitHub
      4. Collate meeting agendas and minutes
      5. Create TeamPortfolio folder and upload files to GitHub
      6. Create GitHub Pages
   5. TBA who should do what:
      1. Amend README.md for completeness
      2. Upload remaining pseudocode
      3. Fill out AI declaration form
      4. Collate amilestones

**Date of next meeting:** in-person 15th January 12.30pm