

Please ensure this tracking sheet is completed as a group, as it will be used to monitor your individual participation within the team.

Team Members	Role/ Responsibility	Email				
Mugemanyi Manzi David	Group Leader and Coordinator	m.david@alustudent.com				
John Obure	Data analysis	j.obure1@alustudent.com				
Emmanuel Olubanjo	Database architecture	e.olubanjo@alustudent.com				
Paul Rwagasana	Technical documentation	p.rwagasana@alustudent.com				

Task Allocation and Tracker

	Task Allocated	Assigned Member	Deadline	Completion Status (Not Started/In Progress/Completed/Did not participate)	Reviewed by Team? (Yes/No)	Comments
	Group Coordination and Final Review plus Data Insertion	Mugemanyi Manzi David	19/06/2026	Completed	Yes	Ensured all normalization stages were documented correctly
	1NF to 3NF Analysis Documentation	John Obure	19/06/2026	Completed	Yes	Identified repeating groups and partial dependencies
	BCNF to 5NF Normalization and ERD Diagram Design	Emmanuel Olubanjo	19/02/2026	Completed	Yes	Removed transitive and join dependencies and also Designed final ERD showing relationships
	Database Creation and verification and sample queries	Paul Rwagasana	19/02/2026	Completed	Yes	Created table constraints and demonstrated normalization benefits
	Review before submission	ALL	19/02/2026	Completed	Yes	We all together reviewed each others work and confirmed our submission
		[Name]	[Date]			
		[Name]	[Date]			
		[Name]	[Date]			
		[Name]	[Date]			

Meeting Attendance Log

Meeting Date	Agenda	Facilitator	Attendees	Key Discussion Points	Next Steps	
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17/02/2026	Discussion of project requirements and task division	Mugemanyi Manzi David	Mugemanyi Manzi David, John Obure, Emmanuel Olubanjo, Paul Rwagasana	Reviewed the Big3 Construction normalization assignment requirements and analyzed the spreadsheet structure plus discussed normalization stages	Prepare a schema draft and begin normalization documentation	
[Date]		[Name]	[List of Attendees]	[Summary of Discussion]	[Follow-up Actions]	
[Date]		[Name]	[List of Attendees]	[Summary of Discussion]	[Follow-up Actions]	
[Date]		[Name]	[List of Attendees]	[Summary of Discussion]	[Follow-up Actions]	
[Date]		[Name]	[List of Attendees]	[Summary of Discussion]	[Follow-up Actions]	