Team Members	Role/ Responsibilty	Email			
Levis Ishimwe	1NF & 2NF Documentation, SQL CREATE TABLE, SQL INSERT, README	i.levis@alustudent.com			
Obasi-otani Owai Ibe	3NF, BCNF, 4NF & Documentation	o.ibe@alustudent.com			
Fatoumata Ndiaye	5NF Documentation, ERD Design,Verification Queries, Report Compilation	f.ndiaye@alustudent.com			
[Name]					
[Name]					

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
	1NF Documentation	Levis Ishimwe	Feb 18	Completed	Yes	
	2NF Documentation	Levis Ishimwe	Feb 18	Completed	Yes	
	3NF Documentation	Obasi-otani Owai Ibe	Feb 18	Completed	Yes	
	BCNF Documentation	Obasi-otani Owai Ibe	Feb 18	Completed	Yes	
	4NF Documentation	Obasi-otani Owai Ibe	Feb 18	Completed	Yes	
	5NF Documentation	Fatoumata Ndiaye	Feb 18	Completed	Yes	
	ERD Design	Fatoumata Ndiaye	Feb 19	Completed	Yes	
	01_create_tables.sql	Levis Ishimwe	Feb 19	Completed	Yes	
	02_insert_data.sql	Levis Ishimwe	Feb 19	Completed	Yes	
	03_verification_queries.sql	Fatoumata Ndiaye	Feb 19	Completed	Yes	
	README.md	Levis Ishimwe	Feb 19	Completed	Yes	
	Final review & ZIP	Levis Ishimwe	Feb 19	Completed	Yes	

Meeting Attendance Log

Meeting Date	Agenda	Facilitator	Attendees	Key Discussion Points	Next Steps	

17th Feb		Levis		3	Reviewed the Big3 Construction spreadsheet. Identified primary key candidates and multi-valued attributes in the raw data. Agreed on the normalization roadmap from 1NF to 5NF and assigned initial documentation tasks to ensure foundations (1NF/2NF) were solid	Levis to finish 1NF/2NF; Obasi to begin analysis for 3NF/4NF/BCNF.
18th Feb		Fatoumata		3	Reviewed the transition from 3NF to 5NF. Fatoumata led the discussion on Join Dependencies for 5NF to ensure no data loss during decomposition. Verified that the proposed table structures would support the required complex relationships for the ERD design.	Obasi to finalize 3NF-4NF docs; Fatoumata to draft the ERD and 5NF logic.
19th Feb		Obasi-otani		3	Conducted a walkthrough of the 01_create_tables.sql and 02_insert_data.sql. Obasi facilitated the review of the verification queries to ensure all data from the original spreadsheet was accurately represented. Finalized the README and performed a quality check on the PDF report.	Levis to package the final ZIP; Fatoumata to do a final proofread of the Report Compilation.