

GROUP ASSIGNMENT – MEETING MINUTES

Module Name	
Assignment Name	Record Management System Project
Assignment Due Date	25 March, 2025, 11:59 PM
Team Name	Group A

Please, list your team members' names in the table below and their respective roles.

Depending on the project, roles could be represented by specific tasks (i.e., tests/reviews), sections (i.e., poster sections), or anything else that explicitly identifies what each member is assigned to.

This document can be used for both synchronous (live/ real-time) and asynchronous collaboration.

Full Name	Role / Tasks
Regina Portuondo	GUI/UX Designer
Mustafa Ghashim	Programmer
Luis Fernandes Ribeiro	Programmer/PM
Elnara Alakbarova	GUI/UX Designer

Date of Meeting (or reporting deadline)	14 March, 2025	Time [UK] (or reporting deadline e.g. 23:55)	18 March, 2025 Time [UK] (12:00-13:00)
Location (VLE, Teams Chat for asynchronous)	Microsoft Teams	Minutes prepared by	Elnara Alakbarova

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Full Name	Present (reported) / Not present (did not report) / Sent apologies
Regina Portuondo	Present
Mustafa Ghashim	Present
Luis Fernandes Ribeiro	Present
Elnara Alakbarova	Present

Topic	Owner	Notes
Discuss/code the GUI design, create the introduction and table of content for the report	Regina Portuondo	Create sidebar for record types, have CRUD buttons on the right side, create table of content for report
Code the assignment for record management system creation	Mustafa Ghashim	Create a CRUD application
Code the assignment for record management system creation	Luis Fernandes Ribeiro	Create a CRUD application
Discuss/code the GUI design, create the introduction and table of content for the report	Elnara Alakbarova	Create sidebar for record types, have CRUD buttons on the right side,

The “Notes” column should include a summary of the discussion had about the topic and any decision taken.

Action	Owner	Due Date
Create sidebar, buttons and table, discuss colours and images	Regina Portuondo	18 March, 2025
Create records on code	Mustafa Ghashim	18 March, 2025
Create records on code	Luis Fernandes Ribeiro	18 March, 2025
Create sidebar, buttons and table, discuss colours and images	Elnara Alakbarova	18 March, 2025

The “Action” section must include the action(s) that the “Owner” (the student assigned to complete the action) must complete by the due date.

Date (21/03/25)		Time [UK] (12:00-13:00)	
Location		Remote	
Objective		Have final version of the application to discuss within team members, discuss report	

Unless this minutes refers to the last one before submission, students need to identify date, location and objective of the next meeting/ reporting deadline before concluding the current meeting/ reporting deadline.

A copy of this document **MUST** be included in your final submission.

The assessment will take into account these documents: you must ensure they are updated and accurate. In case of inconsistencies, please discuss them with your peers before submitting it. If these documents result inconsistent and differ among submissions, the final grade will be negatively affected (poor engagement).