**1st Meeting**

* Date 9/26/19
* Met up as a group and went over project specifications
* Set up the project tracking techniques with team members
* Agreed to meetup tomorrow to begin work
* Assigned Project leader

|  |  |
| --- | --- |
| Name | Attended Meeting |
| Serena | P |
| Jerry | P |
| Jianguo | P |

**2ndMeeting**

* Date 9/27/19
* Met up as a group wrote simple queries per database per group member.
* Ask problems if we needed help
* Discussed the date for next meeting.
* Discussed a due date for completion for Simple Queries
* Meet up from 2pm-5:30pm

|  |  |
| --- | --- |
| Name | Attended Meeting |
| Serena | P |
| Jerry | P |
| Jianguo | P |
| Mudit | P |
| Steven | P |

**3rdMeeting**

* Date 10/4/19
* Finished Creating medium queries
* Assisted group members with questions about when to use grouping
* Discussed our induvial task competed during the week
* Tasked to understand basics for creating complex functions

|  |  |
| --- | --- |
| Name | Attended Meeting |
| Thomas | P |
| Serena | X |
| Jerry | P |
| Jianguo | P |
| Mudit | P |
| Steven | P |

**4thMeeting**

* Date 10/8/19
* Met up as a group and discussed how to create Complex functions for each database. Agreed to complete Complex functions within a week.
* Discussed the date for next meeting.
* Set up an optional online meeting within a week
* Discussed structure for PowerPoint
* Meet up from 2pm-4:00pm

|  |  |
| --- | --- |
| Name | Attended Meeting  10/8/19 |
| Thomas | P |
| Serena | P |
| Jerry | P |
| Jianguo | P |
| Mudit | P |
| Steven | P |