Meeting Log

Date: February 6, 2025
Time: 5:30 PM - 6:30 PM
Location: Microsoft Teams
Objective: Brainstorming session for creating the requirements, both data entities, and the report generation and expected queries
Team Members Present: Holden, Michael, Blake, Logan, Nifemi

Task Completion Confirmation:

- **NONE (FIRST MEETING)**

Brainstorming Session:

- Discussed potential data entities required for the library database.
- Identified key data entities: Books, Authors, Members, Borrowing Transactions, Library Staff.
- Discussed attributes for each data entity and their relationships.
- Brainstormed potential queries and reports users may be interested (used the project description as a guide)
- Discussed the potential future scope of the project and how we can ensure flexibility
- We designated Logan to be the team lead
- We'll decide the name for our team at the next meeting
- We created a shared github for version control and a teams channel for easier collaboration.

Tasks Allocated:

- **All:** We're all going to validate that the documents are set to be turned in within a week. We're all going to fill in our personal information. We're also all going to continue brainstorming team names. We're all going to write our vision statement and project scope as well.

Follow-Up Actions:

Schedule the next meeting for February 13, 2025, at 5:30 PM to review and finalize the conceptual model and discuss next steps.