Meeting Log

Date: March 13th, 2025
Time: 5:30 PM - 6:30 PM
Location: Microsoft Teams
Objective: Finalize the conceptual model and begin preparations for logical relational. model.
Team Members Present: Holden, Michael, Blake, Logan, Nifemi

Task Completion Confirmation:

- **Holden:** Created and visually organized the requirements into an ER diagram
- **Michael:** Identified and defined the entities and relations relevant to media items
- **Logan:** Identified and defined the entities and relations relevant to clients
- **Nifemi:** Completed defining the project scope and overview.
- **Blake**: Identified and defined the entities and relations relevant to transactions.

Requirements Engineering Completion Session:

The primary goal of this meeting is finalizing our work on the conceptual model and prepare ourselves for the next phase of the project. We worked together to achieve a consistent understanding of the logical model and then we delegated tasks and duties to prepare for the creation of our logical relations model as we head into the next phase.

Tasks Allocated:

- Michael will work on the relational schema mapping
- Nifemi will create the relational schema diagram
- Logan will work on the relational schema mapping
- Blake will create the relational schema diagram
- Holden will work on writing the Data Dictionary and Introduction

Follow-Up Actions:

- Schedule the next meeting for March 27th, 2025, at 5:30 PM to finalize our logical relational model.