**Meeting Summary (minutes) 13/02/2019**

* Group meeting commenced at 10am.
* All group members arrived on time.
* Work began immediately on writing create table and create sequence statements for SQL data tables.
* The work above was divided evenly between the group members.
* When everyone had written their respective statements, the team ran through each statement as a group.
* When the entire team was satisfied with the quality of the SQL, the statements were rolled out and the tables were created in Oracle SQL Developer.
* Our existing Trello board was moved over onto a GitHub project board (as recommended by Shirley).
* Another meeting with Ismini was proposed by Joseph for Monday this coming week (email sent to her) to run over changes to diagram and database table structure.
* Further tasks were divided up between group members evenly including (create trigger statements, adding GitHub project board cards, committing SQL files to GitHub).
* James’ create table and create sequence statements were committed to GitHub, other group members to commit their work at a later time (when they have access to their personal machines).
* Another group meeting planned for next Wednesday (7 days from today) and work due for the next meeting was assigned.
* Plans for overall project discussed, the approach we wanted to take (as a team).
* Group meeting ended at 12:30pm.