

April 3, 2025 6:06 PM

## Meeting Log – 4

Objective: Define tasks and deadlines

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### Members Present

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|----------------------------|---------------------------|
| - Aiden (meeting-logger)   | - Jack (debugger/tester)  |
| - Sam (admin)              | - Daniel (head of design) |
| - Jorge (tech coordinator) | - Liam (lead developer)   |
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### Brainstorming Session

- Who wants to do what tasks?
- Should take roughly three days to complete part 4

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### Tasks allocated

- Aiden: Took notes over meeting & create **relational schema diagram**
- Sam: Distributed tasks, assigned deadlines, and start **relational schema mapping**
- Jorge: Finish **schema documentation** with a **data dictionary**
- Daniel: Reiterate the purpose and core functionalities of our database for **scope/introduction**
- Liam: Complete **relational schema mapping**
- Jack: Update glossary & appendices with terms and concepts relevant to relational database design

Tasks to be completed based on deadlines posted in the Discord.

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### Follow-up Actions

Next meeting *tentatively* scheduled for April 15th at 3:00pm to discuss Project Part 5: Physical DB Design.