<div align="center">

Meeting Minutes

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Date: 3/1/25

Time: 10:00

Location/Platform: Microsoft Teams

Chair: Sarah

Note taker: Sarah

Attendees: Destinee, Neil, Sarah, Neelima

Discussion Items

Introductions:

- Destinee and Neil shared current updates and progress that have been done since the last meeting – tables and data creation.

- Overview of our current understanding of the assessment brief and making sure everyone was on the same page.

Project Updates:

- Allocated work distribution:

Destinee: Focus on MYSQL. Generate and create the raw data for the tables in a .csv file.

Neil: Focus on MS Access. Import .csv file on MS Access and create the tables and relationships.

Neelima: Focus on GitHub and planning documents. Planning document (ERD) and GitHub Respository contents (Readme page and Github Pages).

Sarah: Code for the SQL queries and run for both databases.

Next meeting & topics for discussion: 13th Jan 25 – in person. Action plan dates are dates to work towards – finalisation or any issues can be solved before the deadline.

Action Plan

Action Item	Who	When
.csv file of raw data	*Destinee*	*5th Sun*
Databases to be completed.	*Destinee and Neil*	*13th*
Queries to completed and run.	*Sarah*	*13th*

Pages and documents completed.	*Neelima*	*13th*