

Meeting Agenda: Group X

Date: 30th December 2024

Time: 12:00

Location/Platform: Online (Microsoft Teams)

Chair: Destinee Bien

Note taker: Sarah Apilado

Agenda

Attendees: Destinee Bien, Niel Lenus, Sarah Apilado, Neelima Baggu,

Item	Person	Time
Introductions	Everyone	5 minutes
Review of minutes & actions from last meeting	Chair	10 minutes
Progress updates of everyone	Everyone	15 minutes
Addressing challenges	Everyone	15 minutes
Database and SQL development	Everyone	10 minutes
New topics and Task distribution	Chair	10 minutes
Next meeting & topics for discussion	Chair	5 minute