

Meeting Agenda: Group 1

Date: 21st December

Time: 11:00

Location/Platform: Online (Microsoft Teams)

Chair: Niel Lenus

Note taker: Destinee Bien

Agenda

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

| Item | Person | Time |
|---|---------------|-------------|
| Introductions | Chair | 5 minutes |
| Review the assessment brief | Chair | 10 minutes |
| Discuss potential tasks and plan | Everyone | 10 minutes |
| Address requirements | Everyone | 5 minutes |
| Plan for next steps in database and SQL progression | Chair | 10 minutes |
| Next meeting & task allocation | Chair | 5 minute |