<h1 style="text-align:center"><u>Meeting Minutes</u></h1>

Date: Saturday 21 December

Time: 11:00

Location/Platform: Online (Microsoft Teams)

Chair: Niel Lenus

Note taker: Destinee Bien

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

Discussion Items

Introduction: All group members introduced themselves and briefly discussed overview of the assignment and goals (casually).

Assessment brief reviewal: Thoroughly went through the assignment brief and discussed the requirements and tangible product for the assignment. Expanded on developing a hospital database using MySQL and MS Access. SQL queries and ERDs were also brought up.

Task distribution: Destinee – Familiarise with assessment content and create an extensive project plan. Attempt entity relationship diagrams and pseudocode, ensure the required permissions and packages are gathered to efficiently carry out assignment, scribe next agenda. Niel – Create blank databases in SQL and MS Access, upload databases to GitHub, familiarise with assessment content. Neelima-– Familiarise with assessment content and gather information, implement SQL practices/ create a plan. Sarah – Set up the GitHub repository, add collaborators (completed), familiarise/create entity relationship models.

Initial planning: Agreed on the importance of having the necessary tools and accessibility available for efficient collaboration. Also brought up the need to revisit the assessment brief regularly to stay on task and meet objectives.

Next steps: All members will understand taks thoroughly, prepare drafts/templates of assessment tasks, ensure tools (MySQL, MS Access, GitHub) are ready for use.

Future meetngs: Agreed to follow up to review progress and address any challenges, date for next meeting: 30th December.

Action Plan

Action Item	Who	When
Create Agenda	*Destinee*	*21/12/24*
Create Blank databases and upload to GitHub	Niel	**30/12/24**
Create ERDs and Psuedocode (any tasks included in early assignment brief)	*Everyone*	**30/12/24**
Familiarise with content and tools	*Everyone*	**30/12/24**
Ensure all permissions and packages are ready	*Everyone*	**30/12/24**