**Meeting Agenda:** Group 1

**Date: Wednesday 15th January 2025**

**Time: 12:00**

**Location/Platform: Cross Keys/Online (Microsoft Teams)**

**Chair: Destinee Bien/Neil Lenus**

**Note taker: Destinee Bien**

**Agenda**

*Atendees: Neil Lenus, Sarah Apilado, Neelima Baggu, Destinee Bien*

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| **Item** | **Person** | **Time** |
| Introductions | Destinee | 5 minutes |
| Review of previous meeting minutes | Destinee | 10 minutes |
| Confirmation of completed tasks (MS Access + MySQL) | Everyone | 15 minutes |
| Verification of database data consistency | Everyone | 10 minutes |
| Review of MySQL queries | Sarah | 10 minutes |
| Adjustments for MS Access queries and relationships | Neil | 15 minutes |
| Review and critique of README and pseudocode | Everyone | 15 minutes |
| Discussion on what is left to push on Github | Everyone | 10 minutes |
| Organising Github | Everyone | 5 minutes |
| Review of submission guidelines | Everyone | 10 minutes |
| Questions | Everyone | 5 minutes |