**Meeting Minutes**

**Date: Wednesday, 15th January 2025**

**Time: 12:00 PM**

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

**Chair: Destinee Bien/Neil Lenus**

**Note taker: Destinee Bien**

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

**Discussion Items**

Review of completed tasks: All group members confirmed that MS Access and MySQL databases have been completed. Also, confirmed that both databases contain the same data inserted into the respective tables.

SQL queries development: The group discussed the completed MySQL queries, confirming they have been applied and documented successfully. The group addressed the need to adjust queries for MS Access and create appropriate relationships between tables.

Review of documents: Reviewed the drafted README file and pseudocode. The group provided constructive feedback to adjust these documents to meet the demands of the assessment brief.

Data and code management: The group agreed on pushing the raw data documented in Excel to Github. The group also discussed uploading the code used for random data generation onto Github.

Github organisation: The group discussed structuring the repository by organising different files into appropriate folders for clarity and easy access.

Submission guidelines: The group reviewed submission requirements and ensured all group members understood the process and deadlines.

**Action Plan**

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| **Action Item** | **Who** | **When** |
| *Adjust MS Access queries and establish relationships* | *Neil, Sarah* | *16/01/25* |
| *Refine README file and pseudocode based on feedback* | *Neelima* | *16/01/25* |
| *Upload raw Excel data to Github and upload code for random data generation* | *Destinee* | *16/01/25* |
| *Organise repository folders appropriately* | *Everyone* | *16/01/25* |
| *Submit assignment meeting guidelines before deadline* | *Everyone* | *16/01/25* |