Group Name: Project Management Industries

Members: Samuel Fitzpatrick-Fuller, Matthew Healey, Ryan Mills, Brandon Burger, Tynan Matthews, Rowan Kelley, Tom Karbowiak

Tutorial: Thursday 10:30-12:30 F2F

Week 4

Members Present: Everyone except Rowan and Tom

Summary: Introductory meeting where we allocated our roles and discussed which project we'd like to work on.

- We decided our role allocations as such, based on each members' past experience with certain applications/aspects of project management.

  Samuel: Executive Leader
  Brandon & Rowan: Feasibility Manager
  Ryan: Formatting/Reporting
  Tynan: Project Presentation/Practicality
  Matt: UI Designer
  Tom: Code Implementation
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- We then decided which project we wanted to do. We mostly gravitated towards Project 1 mainly for its practical and straightforward nature. We thought that this was the system that would benefit the most people.
- From there we thought the next step would be to start work on documentation for our project justification, as well as work for the Week 5 group progress report. We also thought the next step after that would be to work on the WBS, since that would show us what we needed to work on and allocated times for each.

Goals for the Week
- Begin introductory work on all of our parts
- Have the presentation report done for next week
- Begin work on the WBS, preferably done in the coming weeks

Week 5

Members Present: Everyone except Tynan

Summary: The presentation's been finished, so now we could focus on getting into the meat of the project.

- We discussed last meeting that the WBS would be our next task. Initially we planned to do it as a group, but after some discussion we decided to assign the task to Brandon, as he displayed the most proficiency in using Microsoft Project and Excel/other spreadsheet and graphing software.
- We also decided to create arbitrary deadlines for each of our tasks as a start to our WBS. We divided it as follows:

WBS - Project Charter - Project Business Case - Risk Management - Effort Cost Estimation
    End week 6

UI Prototype - Functionality Implementation - Version Control
    End week 9

Demonstration of project - Conclusion
    End week 13

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- We also discussed implementing the GitHub directory to begin our version control. We proceeded to make our GitHub accounts in preparation for this.

Goals for the Week
- Continue work on all of our parts
- Finish WBS and other introductory parts

Week 6

Members Present: Everyone except Matt

Summary: The introductory parts have been finished and we can now continue on to the design/implementation stages.

- Brandon has finished the WBS and is mainly putting the finishing touches on the WBS dictionary
- Sam has finished the justification for project selection and also gave the meeting records proper consistent formatting.
- Most other parts were in the finishing stages of completion, and would most likely be completed by the end of the week.
- As the long break was coming up, we decided to gradually work on our parts during the break in order to keep up our productivity.
- Other than that, there wasn't as much to talk about as usual. We simply showed the work we did and agreed to steadily keep working until we were ready for the design/implementation stages

Goals for the week
- As said above, we're mainly just focusing on our given parts and working away at them over the coming weeks
- Begin the design and implementation phase in the coming weeks

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Week 7

Members Present: Everyone except Tynan

Summary: Again this week has mainly been sharing what work we've done. We decided to wait until the mid-term break was done to really sink our teeth into the implementation stage. Any other bits that we hadn't done we would continue over the break.

Matt will finish his UI prototypes over the break which will allow Tom to begin the UI design of his back end. Although Tynan wasn't present, contact was made with him later to communicate that he needs to finish his GitHub repository so that Tom and everyone else could post their code related work there.

Ryan had finished both his project charter and business case for the most part as well.
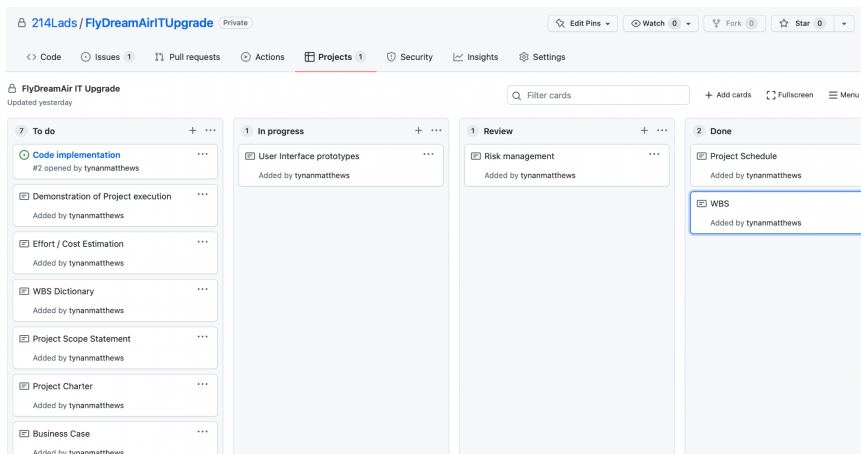
Goals for the week
- Put the finishing touches on our work over the break. After the break, we would really begin to do the design and implementation stages.

Week 8

Members Present: Everyone except Rowan and Tom

Summary:
- Everyone has joined GitHub, and Tynan has subsequently added everybody so that we can document our work. He also discovered the work management features of the system, which we decided to use from now on (shown below).

- Although not in the criteria, Tom asked before the break for a requirements document so he could start modelling the specific back-end aspects of the deliverable. As such, Sam worked over the holidays to create one. Specifically he made several use case descriptions to model the requirements needed from the system to give the desired outcome for said use cases.

- Matt has finished the lo-fi prototypes for the UI, allowing Tom to do some preparatory modelling for how the finished product will look. The coming weeks will be spent working on the Hi-Fi prototype and its functionality

- Overall, the development stage is fully underway, and most of our effort is now being concentrated on creating the deliverables.

Goals for this week:
- Develop the specific functionality of the deliverable on top of the skeleton that has already been developed, as well as the coming together of the report part of the project i.e polishing and finishing off the documentation.

Week 9

Members Present: Everyone except Ryan

- Matt has made substantial progress on the UI designs. He has created a vast majority of the screens needed and their styles. All that is needed to be done now is the style guide and most of the functionality. Feedback from the group suggests that Matt has actually added excessive functionality to the prototype, with features such as logins not planned for the final product. Matt plans to trim any redundant features from his UI prototypes.

- Tynan has been continuing on with the GitHub upkeep, and everyone's tasks have been assigned. He's planning to start the documentation on the project timeline and demonstration of deliverables. These will be his goals for the upcoming weeks

- Tom has been creating API endpoints for the frontend components. Now that Matt's UI is being created, he can model his frontend off of Matt's prototypes.

- Rowan is continuing to work on the project cost/risk estimations, and should have them done by next week.

- Although the project is still not complete, Sam plans to begin work on the conclusion. At the very least, he'll attempt to plan the formatting and broad points of the conclusion, with more to be done when the end of the project looms closer.

Goals for this week
- Near the end stages of Tom's deliverable
- Finish Matt's UI prototypes, particularly a style guide
- Finish Rowan's cost/risk estimations
- Continue work as per every week

Week 10

Members Present: Everyone except Tynan

- Rowan and Brandon's scope management/risk assessment are mostly done. The only thing they need to add now are graphical representations of the data.

- Matt's UI prototypes are also mostly done. He now only needs to add some text explanations of his designs and justifications, but the overall designs are done and functional.

- All of our work is being uploaded to GitHub, and as such Ryan now has access to all of our work in order to start working on the formatting of the overall report.

- Since we're approaching the endpoint of the project, Sam will now start working on the conclusion properly. He felt that we had enough information at this point to model our closing thoughts and summarise the project as a whole.

- Tom is still working on the deliverable. The front-end is still being worked on but he should have it done by next week. He did mention that due to the limitations of CSS styling, Matt's UI designs might have to be simplified. Our main focus is on functionality so this wasn't too concerning.

- Although Tynan wasn't present for this meeting, he will be working on the presentation of the deliverable in the coming weeks, along with the documentation of the project's progress as usual.

Goals for this week
- Finish Tom's deliverable
- Begin work on the report's final formatting
- Start the conclusion as well as the presentation of Tom's deliverable
- Finishing touches on Matt's UI and Rowan/Brandons' scope management