**MEMORANDUM**

TO: Minnesota State University, Mankato, Systems Analysis IT380 class

FROM: Salem Wafi, Suhan Budhathoki, Ahmed M. Hussein, Yogendra Adhikari, Sankar Shrestha

DATE: February 21, 2018

SUBJECT: Feedback about our Second Week, Project scope.

In the beginning, we set up a team in the cloud using MS-Teams tool and we uploaded all our files there and managed them in different folders. After that, we focused on what tools and software languages we will use in the project. Our potential candidates' tools for the front-end are HTMLS, CSS and JavaScript; for the back-end are Python or PHP 7.0; for the database modeling and design are lucid-chart, Oracle SQL developer or MS-Access respectively.

We finished our fact-finding analysis and we had an online meeting through the Teams tool to write and refine our project scope.

**Salem Wafi:**  
Tasks Assigned:

* "Write Memo2", due 2/21, time allocated: 2.5 hours
* "Add Your Notes to Fact-Finding section as Organized bullet points ", due 2/18, time allocated: 2.0 hours
* "Project Scope meeting and Refining", due 2/18, time allocated: 2.0 hours

Tasks Status:

* "Write Memo1", due 2/14, time spent: 2.5 hours, completed 100%
* "Write Description of Customer/Client", due 2/18, time spent 2.5 hours, completed 100%

**Suhan Budhathoki:**

Task Assigned:

* "Write introductory letter to Nick." No Due Date

Tasks Status:

* Introductory letter – Main part is complete. Need to finalize it. Completed 80%

**Ahmed Hussein:**

Tasks Assigned:

* Create a dynamic Table of Contents that changes with updates.
* Create a cover page for the document
* Format the document to suit the looks of the project.

Tasks Status:

* Creating the Table of Content, no official due date, time spent: 1 hour, Completion: 100%.
* Creating the cover page, no official due date, time spend: 30 minutes, Completion: 100%.
* Formatting the document, no official due date, Time spent: 30 minutes, Completion: 100%.

**Yogendra Adhikari:**

Tasks Assigned:

* Start writing the Fact-Finding results section in phase1 document partnering with Shankar and Ahmed. There is no due date for that assignment. 100% of this task is completed, just need to do some refinement.
* System Request Form: 95% task completed. Need some final touches to make it look better.

**Shankar Shrestha:**

Start writing the Fact-Finding section in phase1 document partnering with Yogendra and Ahmed. There is no due date for that assignment, but he should start it before next class.

**Impediments and Challenges:**

Salem Wafi – determining what assignments have sooner due dates, and what assignments are due by the end of the semester, this impediment got solved during a team meeting session.

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