**MEMORANDUM**

TO: Dr. Sarah Kruse, Assistant Professor

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

DATE: February 21, 2018

SUBJECT: Feedback about our Third Week, Project Design kick-off.

We finished adding our fact-finding results to the Phase-1 document, but we still didn't refine them, and we didn't document our project scope yet. On the other hand, we started sketching the first draft of our DFD diagrams (context diagram and diagram 0) of the CRM system during the class time.

**Salem Wafi:**  
Tasks Assigned:

* "Write Memo3-except for the other team members sections", due 2/28, time allocated: 2.5 hours
* "DFD context diagram design ", due 3/14, time allocated: 2.0 hours
* "DFD diagram 0 design", due 3/14, time allocated: 3.0 hours

Tasks Status:

* "Write Memo2", due 2/21, time spent: 2.5 hours, completed 100%
* "Add Your Notes to Fact-Finding section as Organized bullet points ", due 2/18, time spent 1.5 hours, completed 100%
* "Project Scope meeting and Refining", due 2/18, time spent: 0.0 hours, delayed 0%

**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%

**Shankar Shrestha:**  
Tasks Assigned: Date: 2/27/2018

* DFD diagram 0 design, Due 3/14/2018, Time allocated: 2 hours
* DFD context diagram design, Due 3/14/2018, Time allocated: 2 hours
* Prepare project schedule using Microsoft project. Time allocated: 3 hours, Due: 3/14/2018

**Ahmed Hussein:**

Tasks Assigned:

* Help with DFD context diagram, due 3/14/2018, time allocated:
* DFD diagram 0 design due 3/14/2018
* 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 Assignment and Status:

* "DFD context diagram design ", due 3/14, time allocated: 0.0 hours
* "DFD diagram 0 design", due 3/14, time allocated: 0.0 hours
* System Request Form -- Phase-I completed. Time Allocated: 2:00 Hours
* Fact finding Result -- Phase-I completed. Time allocated: 2:30 hours
* Fact Finding Preparation – Phase-I 70% completed. Time Allocated: 1:15 hours
* Feasibility Analysis – Phase-I 0% Completed. Due Date: March 3

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