**MEMORANDUM**

TO: Dr. Sarah Kruse, Assistant Professor

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

DATE: March 14, 2018

SUBJECT: Feedback about our Forth Week, Deeper in the Project Design.

We finished writing the project scope, system request, fact-finding preparation, fact-finding results. Also, we designed the context diagram DFD, diagram 0 DFD, and child diagrams DFD.

**Salem Wafi:**  
Tasks Assigned:

* "Write Memo5-except for the other team members sections", due 3/21, time allocated: 1.0 hour

Tasks Status:

* "Write Memo4-except for the other team members sections", due 3/14, time spent: 0.5 hours
* "DFD context diagram design ", due 3/14, time spent: 1.5 hours
* "DFD diagram 0 design", due 3/14, time spent: 2.5 hours
* "DFD Child diagrams design", due 3/14, time spent: 2.5 hours

**Suhan Budhathoki:**

Task Assigned:

* "Write introductory letter to Nick." No Due Date
* Refine DFD Diagram

Tasks Status:

* Introductory letter – Main part is complete. Need to finalize it. Completed 95%
* Refine DFD Context Diagram – Complete 100%

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

* Polish up the DFD, due 3/13, time spend 1 hour.

**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.
* Finalize the documentation (change bulletin points into paragraph format).

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%.
* Will finalize documentation and change bulletins into paragraph format when everyone is done with their final revisions and additions. Time spent: 0 minutes, Completion: 0%.

**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 100% completed. Time Allocated: 1:45 hours
* Feasibility Analysis – due March 3, 25% Completed. Time Allocated: 2:00 hours

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