**MEMORANDUM**

TO: Dr. Sarah Kruse, Assistant Professor

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

DATE: March 21, 2018

SUBJECT: Feedback about our Fifth 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
* Research and Write Tangible and Intangible benefits of the project
* Write Team Description

Tasks Status:

* Introductory letter – Main part is complete. Need to finalize it. Completed 100%
* Refine DFD Context Diagram – Complete 100%, time spent – 1 hour
* Team Description – Complete 100%, time spent – 2.5 hours
* Tangible and Intangible benefits of the project – Complete 100%, time spent – 3 hours

**Shankar Shrestha:**  
Tasks Assigned: Date: 3/20/2018

* Polish up the ERD, due 3/24, time spend 2 hours.
* User interface sketch (for MR), due 3/21, time spend 3 hours

**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 also reformat the document: Time spent: 3 hours, Completion: 100%.
* User Interface mock up designs. Time spent: 2 hours, completion: 80%.

**Yogendra Adhikari:**

Tasks Assignment and Status:

* Feasibility Analysis – due March 3, 100% Completed on March 16. Time Allocated: 4:00 hours
* ERD – Phase-2. Done with Ahmed, Shankar, Salem and spend 1 and ½ hours together. I alone spend 1 hours to gather some information. Progress: 75%

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