**MEMORANDUM**

TO: Dr. Sarah Kruse, Assistant Professor

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

DATE: March 28, 2018

SUBJECT: Feedback about our Sixth Week, Deeper in the Project Design and preparing to the third phase.

This week we were refining the ERD and add more tables and fields and fixing the relationships to meet the end user expectations in terms of saving data and keeping track of it even if it is for old customers the company used to have. We bind the UI sketches with our ERD and what attributes need to be saved because it will be retrieved or entered by the end user through the UI.

**Salem Wafi:**  
Tasks Assigned:

* Validate the ERD with the team and put the final touches, due 3/29, time allocated: 1.5 hours

Tasks Status:

* "Write Memo5-except for the other team members sections", due 3/14, time spent: 0.5 hours
* Prepare for the informal presentation with the team, due 3/27, time spent: 1 hour

**Suhan Budhathoki:**

Task Assigned:

* Prepare informal presentation with team, Due date: 3/27

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

* Refine UI for MR, Due date: 03/27
* Prepare for informal presentation with team leader, due 3/27, time spent:1 hour

**Ahmed Hussein:**

Tasks Assigned:

* User interface sketch (for DMM), due 3/21, time spent: 2 hours
* Prepare slides for informal presentation, due: 3/30

Tasks Status:

* Prepare for the informal presentation with the group, due date: 3/27, time allocated: 1 hour
* ERD Design. Done with Yogendra, Shankar, Salem. Time spent: 1.5 hours together. Task status: 95% completed.
* 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:

* ERD – Phase-2. Done with Ahmed, Shankar, Salem and spend 1 and ½ hours together. I alone spend 3 hours to gather some information. Progress: 95%

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