**MEMORANDUM**

TO: Dr. Sarah Kruse, Assistant Professor

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

DATE: April 4, 2018

SUBJECT: Feedback about our seventh Week, wrap up the Project Design and kick off the third phase.

This week we dug more in refining the ERD to make sure we are covering all the needed requirement of the project scope. Also, we started testing some front-end design of the UI using Sublime text editor just for proof of concept purposes. In Addition, we started creating the Access database that will support our new system.

**Salem Wafi:**  
Tasks Assigned:

* Validate the Access database with the team, due 4/5, time allocated: 1.5 hours
* Write the "Description of user roles and level of security authorization", due 4/5, time allocated 0.75 hour

Tasks Status:

* "Write Memo7-except for the other team members sections", due 4/4, time spent: 0.5 hours
* Validate the ERD with the team, due 4/1, time spent: 1 hour
* Start creating the Access database, due 4/3, time spent: 2 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
* Create CRUD Table

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
* Create CRUD Table – 20% Complete, time spent -1 hour

**Shankar Shrestha:**  
Tasks Assigned:

* Start developing UI for the project. Time allocated: 15 hours

Task Status:

* UI development – Customer detail entry UI done. Complete 100% Time spent: 2 hours.
* User login portal – complete 50% Time Spent 1 hour

**Ahmed Hussein:**

Tasks Assigned:

* Help with DFD context diagram, due 3/14/2018, time allocated: 1.0 hour
* 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).
* User Interface sketch for DMM, due 3/21, time spent 3 hours.
* Group name and logo design, time spent 3 hours.

Tasks Status:

* ERD Design. Done with Yogendra, Shankar, Salem. Time spent: 1.5 hours together. Task status: 75% 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: 3 hours, completion: 100%.
* Power point presentation #1. Time spent: 2 hours, Completion 100%
* Group name and Logo design. Time spent 3 hours, completion: 100%.

**Yogendra Adhikari:**

Tasks Assignment and Status:

* ERD – Phase-2. Done with Ahmed, Shankar, Salem and spend 1 and ½ hours together. I alone spend 4 hours to gather some information. Progress: 96%

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