**MEMORANDUM**

TO: Dr. Sarah Kruse, Assistant Professor

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

DATE: April 11, 2018

SUBJECT: Feedback about our Eighth Week, final touch on the Project Design and going deeper in the third phase.

The final touches of the ERD had been made and refining the new Access database. Also, we looked at the first draft of the front-end UI. Currently, we are finishing up the documentation part of phase 2 to focus entirely on phase 3.

**Salem Wafi:**  
Tasks Assigned:

* Refining the Data dictionary with the team, due 4/12, time allocated: 1 hour.
* Write the "Description of user roles and level of security authorization", due 4/5, time allocated 0.75 hour

Tasks Status:

* Validate the Access database with the team, due 4/5, time allocated: 0 hours (delayed)
* "Write Memo8-except for the other team members sections", due 4/11, time spent: 0.5 hours

**Suhan Budhathoki:**

Task Assigned:

* Start working on UI design with Shankar. Time allocated: 2 hours
* "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:

* Designed the layout for dashboard. Time spent – 2 hours: completed: 70%
* 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:

* Work with Salim to refine the data dictionary
* 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 90% Time Spent 3 hour

**Ahmed Hussein:**

Tasks Assigned:

* Started on Data Dictionary.
* Phase 1 CRM documentation correction after grading..

Tasks Status:

* Data Dictionary, status 70% complete, Time spent 1.5 hours.
* Phase 1 correction, status 90% compete, Time spent 1 hour.

**Yogendra Adhikari:**

Tasks Assignment and Status:

* ERD – Phase-2. Done with Ahmed, Shankar, Salem and spend 1 and ½ hours together. I alone spend 5 hours to gather some information. Progress: 100%

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