**MEMORANDUM**

TO: Dr. Sarah Kruse, Assistant Professor

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

DATE: April 18, 2018

SUBJECT: Feedback about our Ninth Week, Phase three prototype design

We created Access database tables with the correct fields and data type that matches our ERD design in phase 2, Also, we created some dummy data using a free online tool for creating dummy data in excel file, then we imported these excel files to Access.  
we are done with filing two tables by the dummy data and we left with other two tables that need to be filled.

**Salem Wafi:**  
Tasks Assigned:

* Refining the Data dictionary with the team, due 4/12, time allocated: 1 hour.
* Fill the tables with dummy data using the dummy data generator tool, due 4/21, time allocated: 4 hours.
* Create Queries to retrieve desirable data, due 4/22, time allocated 3 hours.
* Create Forms for the UI matching the UI mockups, due 4/22, time allocated 3 hours
* Create Reports using the report tool in Access based on queries, due 4/22, time allocated 4 hours

Tasks Status:

* Create Access database with correct fields and data types that matches the ERD, due 4/13, time spent: 3 hours 90% done
* Fill the tables with dummy data using the dummy data generator tool, due 4/13, time spent: 4 hours 55% done
* "Write Memo9-except for the other team members sections", due 4/18, 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:

* Finished data dictionary.
* Finished Phase 2 draft.

Tasks Status:

* Data Dictionary, status 100% complete, Time spent 3 hours.
* Phase 2 data, status 100% complete, Time spent 2 hours.

**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%

COPIES: Dr. Sarah Kruse, Assistant Professor