**Record Management System Project – Project Plan**

**Module:** CSCK541 August 2025 A  
**Assignment Due Date:** Monday, 13 October 2025, 23:59 (UK)  
**Team Name:** Group A

**1. Team Members and Roles**

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| **Full Name** | **Role / Tasks** |
| **Madiyah Khan** | Project Manager / Tester (UAT, meeting minutes, final report) |
| **Luis Roberto Torres Salazar** | Programmer (backend CRUD, persistence, unit tests for backend) |
| **Karina Rodriguez** | GUI / UX Designer (GUI build, unit tests for GUI) |

**2. Project Overview**

The Record Management System will be developed to manage three types of records for a specialist travel agent:

* **Client Records**
* **Airline Records**
* **Flight Records**

The application will:

* Allow users to *Create, Update, Delete, Search,* and *Display* records.
* Provide a Graphical User Interface (GUI).
* Store data in the file system using JSON (or pickle/JSONL).
* Load data on startup and save automatically on exit.
* Be tested through both unit tests and user acceptance testing (UAT).

**3. Project Plan**

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| **Phase** | **Deadline** | **Tasks** | **Deliverables** | **Owner(s)** |
| **1. Setup & Planning** | Sun, 21 Sept 2025 | - Confirm roles and responsibilities - Create shared GitHub repo - Agree storage format (JSON/pickle) - Upload skeleton code - Draft Meeting Minutes #1 | Repo live, skeleton structure, Meeting Minutes #1 | All (Madi prepares minutes) |
| **2. Core Backend Development** | Mon, 29 Sept 2025 | - Implement CRUD for Clients, Airlines, Flights - Implement file persistence (load/save) - Write unit tests for backend logic - Draft Meeting Minutes #2 | CRUD + persistence working (console-based), unit tests for backend, Meeting Minutes #2 | Luis (backend), Madi (minutes), Karina (review) |
| **3. GUI Development & Integration** | Mon, 6 Oct 2025 | - Build GUI (tkinter) - Integrate GUI with backend - Write unit tests for GUI - Conduct UAT (Madi) - Draft Meeting Minutes #3 | Fully functional GUI linked to backend, unit tests for GUI, UAT results, Meeting Minutes #3 | Karina (GUI + tests), Luis (integration), Madi (UAT & minutes) |
| **4. Finalisation & Reporting** | Fri, 10 Oct 2025 | - Debugging and polish - Finalise 500-word report - Final UAT by Madi - Compile all Meeting Minutes - Zip repo (code, report, minutes) | Final code, 500-word report, meeting minutes, zipped repo | All (report led by Madi) |
| **5. Submission** | Mon, 13 Oct 2025 | - Each member uploads identical submission - Submit Peer Assessment Form separately | Submission on VLE (identical code/report/minutes) + Peer Assessment | All (individual responsibility) |

**4. Expectations**

* **Collaboration**: We will use Microsoft Teams and the VLE forum for communication, and GitHub for source control.
* **Version Control**: All commits must follow the PyInstaller Commit Guidelines.
* **Testing**:
  + Luis → unit tests for backend modules
  + Karina → unit tests for GUI modules
  + Madi → UAT testing after each sprint/milestone
* **Meeting Minutes**: At least three sets of minutes will be documented and submitted. Madi will prepare drafts for review.
* **Report**: The final 500-word report will cover system design, implementation, testing, and collaboration.