BUDT723 Project Status Form

Group: 01

Overall Progress:
Provide the overall status of the project, details of discussions, next steps, any challenges and confirm if team members are meeting and contributing.

Status:
- We are making necessary improvements to refine our Statement of Work document, integrating the constructive feedback provided by Professor Shapiro and Trace3.
- Team is working on gathering the required information about the company, which is Trace3 AS
- IS system (current system) for developing the DFD, ERD diagrams.
- A sign-off will be taken from Trace3's end on the same before we turn our focus to the deliverables of the 2nd phase.

Discussions, Next Steps, Challenges:

1. Discussions on preparing for the Systems Analysis phase report draft which is due for Apr 8th. Our team will ensure that we gather the necessary information from Trace3's end to get a thorough understanding of their as-is system.
2. Discussions on working on the summary for the analysis phase report, ensuring that our team has incorporated all of the feedback we have received so far. The report will be created in a manner that is able to highlight the requirements of this business system analysis project and the things that the as-is system lacks, and what the to-be system can provide.
3. Discussions on ensuring a smooth transition into the 3rd phase - the design phase of the Information System. Given that this phase will stretch up till the end of the semester, our team wants to make sure that Trace3 is well aligned with the kind of work the team is putting in currently and how things are going to shape up in the upcoming months.

and those which are mentioned in the 2nd section - Meeting Summary.

Contribution:

Lindsey, Ellen and all team members attended the meeting.

Meeting Summary:

Meeting Date: 03-22-2024 at 3:00 PM

Key outcomes/Discussions:

 - Set-up a weekly meeting cadence so that time is blocked on their calendar and the team is able to meet with Trace3 on a recurring basis
- Our team has shared the SOW draft with Trace3
- Ellen and Lindsey (from the Trace3 team) have reviewed our SOW draft and shared project plan guidelines with us that they feel will be helpful to us.

Challenges:

- Deciding on the features required by Trace3
- Evaluating the feasibility and scope
- Approval by Trace3
 - Efficient resource allocation within our team that is in the best way suited for documentation, and subsequently development (in the later semester)

Next steps:

- Internal team discussion on the project workflows along with consultation with Prof. Shapiro and the course TAs (office hours)
- Weekly meetings with Trace3 to receive timely feedback, which can be further incorporated
- Seeking approval from Prof. Shapiro on the modifications. (like those that were discussed in the office meeting with Prof. Shapiro)
- Completing all the proceeding documentation and deliverables, for example: DFD and ERD as of the AS-IS system

Attendance:
All team members attended the meeting.

Feedback/Support:

We held an office hour meeting with Prof. Shapiro recently, where we discussed the proper workflow for the project that our team is doing for Trace3. The meeting was productive, and it makes sense to divide the workflow of the meeting management tool into an analytics dashboard and pre-meeting, in-meeting, and post-meeting sections. This has helped us gain a better understanding of the workflows.

 Some additional questions regarding the project:

1. Are there any particular functionalities within Microsoft Co-Pilot and Smartsheets that should be prioritized for integration?
2. Any key security measures that need to be implemented on our platform?
3. Which pain points need to be addressed first on our platform? (Basically, common mistakes to avoid while creating a productivity platform)

We hope to discuss all questions with Prof. Shapiro in class, and meet in office hours as well, if required.

—-END ASSIGNMENT—-