



BUDT723 Project Status Form

Client: Trace3

Group: 01

Overall Progress:

Status:

- We have finalized our Statement of Work document, integrating the constructive feedback provided by Professor Shapiro and Trace3.
- We have finished developing the DFD and the ERD of the current system of Trace3 after gathering the required information from the Trace3 representatives.
- We have finalized the analysis phase of our project, and have set up regular meetings with Trace3 to do necessary improvisations on time.
- Our focus will now shift to the third phase of the systems development life cycle - Design phase.
- The team is now brainstorming on the technical approach, discussing the methodology and overall process of the tool.

Discussions, Next Steps, Challenges:

- Discussions on finalizing the Systems Analysis phase report, ensuring that our team has incorporated all of the feedback we have received so far.
- Discussion on the meeting scheduling methodology used at Trace3 - Outlook.
- Discussion on access to WebEx API, involvement of the IT and Legal teams at Trace3.
- Discussion on request for dummy data for Smartsheet integration.

Contribution:

Lindsey, Ellen and all team members attended the meeting.



Meeting Summary:

Meeting Date: 04-05-2024 at 2:30 PM

Key outcomes/Discussions:

- Our team discussed some of the queries we had related to the current system of Trace3 with their team
- Ellen and Lindsey (from the Trace3 team) have reviewed the functional requirements document that our team had shared with them
- We have discussed the usage of Smartsheet, Outlook and Webex API for the Project.
- Discussed dividing the tool tasks into four phases:
 1. analytics dashboard
 2. pre-meeting
 3. in-meeting
 4. post-meeting

Challenges:

- Figuring out the technical feasibility implementation of the features required by Trace3
- Figuring out the data accessibility and legality issues concerning the usage of Webex API

Next steps:

- Plan for the next deliverables for the Design Phase
- Internal team discussion on the project workflows going into the next phase
- Discuss with the IT and Legal team at Trace3 about data accessibility

Attendance:

All team members attended the meeting.



Feedback/Support:

We held an office hour meeting with Professor Shapiro recently, where we discussed the usage of Outlook, Smartsheet and Webex API for the project. The meeting was helpful in giving us an idea of how to proceed with the project.

Some additional questions regarding the project:

1. Does WebEx support API call ?
2. What are some of the key metrics that we should use for the analytics dashboard ?
3. How should we ensure that employees are actively performing the pre-meeting and post-meeting activities?
4. If an employee requests to reschedule a particular meeting, then how do we update the pre-meeting activity on our dashboard ?

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