Vanier College

Faculty of Science and Technology

System Development

420-940-VA

Deliverable 01

Yellow Team

Le Le Wei

Yao Wu

Zheng Xue

Shun Zi Yao

Chun Mei Zhang

In collaboration with @ Balloons D'or 2023&Montreal Facebook

(Code from our eCommerce class will be used for certain features of this project)

We, the Yellow Team, certify that this assignment is our own work.

I, Le Le Wei, student ID #1103244, certify that I have contributed to this deliverable, L.L.W.

I, Yao Wu, student ID #2395031, certify that I have contributed to this deliverable, Y.W.

I, Shun Zi Yao, student ID #2395028 certify that I have contributed to this deliverable, S.Z.Y.

I, Zhang Xue, student ID #2395035, certify that I have contributed to this deliverable, Z.X.

I, ChunMei Zhang, student ID #2395038, certify that I have contributed to this deliverable, C.Z.

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Executive Overview

Our project is to build and support an online shop web application for a client, Chan Juan, a small business owner based in Montreal. She is an event planner who offers handmade and personalized balloon decorations for family activities and business events. To achieve this goal, our team will clarify the client's requirements, understand the business process, design UI screens, create and support the web application and the database. We will also design our plans and track the project's status to ensure that every task is well-executed, and every group member will learn from this project. We will have weekly meetings online or in person (as indicated in the Meeting Schedule) with our client and group members. Le Le Wei, who will be the main client contact.

Our team will communicate with Teams for regular meetings. Additionally, we will maintain our project's source code in a GitHub repository. GitHub is a widely used platform that offers free hosting and supports a wide range of source code formats. For our project planning, we will use a project plan chart created in Microsoft Project and Project Libre. This chart will list all the tasks with estimated duration, start/end dates, sequencing, and the required resources.

Each group member will take on the role of team leader according to the general project instructions, and a new team leader will be assigned for each deliverable. Tasks will be evenly distributed based on each team member's capacities and skills. The roles will shift with each deliverable, but client communications will remain consistent to maintain a comfortable environment for our client.

Client/Sponsor

Chan Juan, our client, runs a balloon decoration business on social media. She offers both small and large projects for various family activities and business events, such as birthday party, baby shower, wedding or engagement banquets, ceremony, graduation, and corporate commercial events.

Our client lacks any programming skills or experience. She holds a full-time job, while she is an entrepreneur at the same time. She owns a sole proprietorship company and manages it herself. She will be the sole operator of this web application we will create for her.

Our client's online shop is distinct from regular eCommerce platforms. Balloons decorations and their prices can vary significantly based on her client's requirements, such as size of project, balloon size and color. Therefore, she needs to communicate with her clients before they place orders. Her primary business challenge is managing online messages from her clients. And she requires a website to showcase her products and facilitate communication.
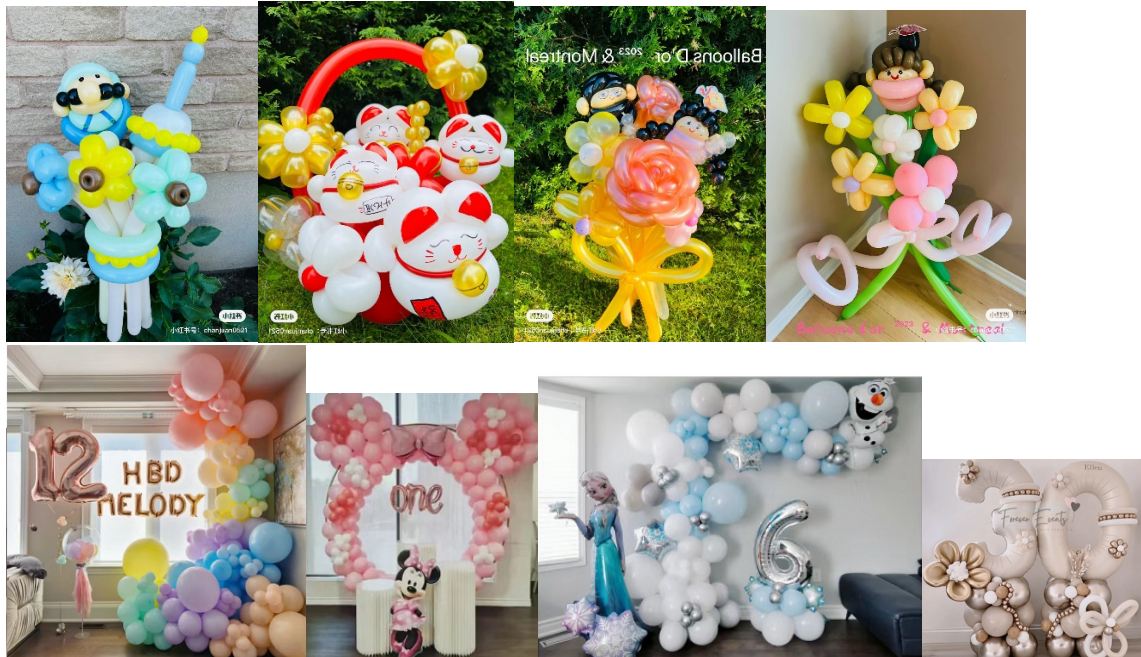
Team Organization

Meeting Schedule

The schedule we have set for ourselves goes as follows:

- Monday 3:00 to 4:00(At Home - During class)
- Wednesday 3:00 to 6:00 (At Home - During class)
- Fridays 3:00 to 3:30 (At school - Mandatory)
- Whenever the course instructor allows (During class)
- Tuesday 9:00 to 10:30 (At Home - Optional, if need for it arises)

Sample agendas. Pulled from our first- and second-minutes file are linked below.

First Meeting:

TASK/ACTIVITY	TIME	STATUS
1. Introduction	5min	Done
2. Establish communication system	5 min	Done
3. Discuss ideas about clients	20min	Done
4. Discuss software for project	5min	Done
5. Reading Project Outline	20min	Done
6. Task distribution	5min	Done

Second Meeting:

TASK/ACTIVITY	TIME	STATUS
1. Discuss clients and projects with team	1hr	Done
2. Discuss clients with instructors	20min	Done
3. Select 3 most optimal options clients	5min	Done
4. Discuss software and language to be used	5min	Done

Repositories

GitHub will serve as our online storage since it accepts varies file types and it records and displays the history of every commit.

The GitHub repository is linked below:

- GitHub: https://github.com/ChelseaYaoSZ/Yellow-Team
- Below are our names next to our GihHub usernames:
    - Le Le Wei   lelewei667
    - Yao Wu   Yaowuvanier
    - Shun Zi Yao   ChelseaYaoSZ
    - Zheng Xue   zhengxue
    - Chun Mei Zhang   Mary

Communication

MS Teams will be our main communication software since it does not have a time limit and supports the upload and download files. Each team member has a Team account, and each agrees that it is user-friendly and comfortable platform to use.

The policies we have set up go as follows:

- Follow the schedule.
- Respect other team members:
    - Do not speak over someone else.
    - Always allow someone to finish their thought process before beginning your own.
    - Remain open minded, whether an idea presented is one you dislike or not.
    - A consensus is preferred to divided votes.
- No phone numbers will be shared within public documents for privacy concerns of certain members.
- MS Teams link: https://teams.microsoft.com/l/channel/19%3a6KkVP1fyRbsUQmYKRZK_9KEarMcSJK7im2oGkLhc5kk1%40thread.tacv2/General?groupId=3c345045-8778-4f97-9f1c-22c480aff16c&tenantId=1128895a-e5ab-4c15-9f22-395ad8975d78

Synchronous Meetings

The schedule for synchronous meetings involving all team members is outlined in the Meeting Schedule section of this document. We will convene in person after our classes at school. This arrangement has been chosen because we all have breaks during those hours, and it eliminates the need for online meetings or unnecessary weekend travel for in-person meetings.

In addition, we will hold synchronous meetings with our client. The timing of these meetings will be coordinated based on our client's availability, as well as the availability of our main point of contact with her, Le Le, and the current team leader. Subsequently, the outcomes and updates from these meetings will be shared with the rest of the team through MS Teams and GitHub.

Area of Responsibility

Although most responsibilities will be in rotation among the team members, a few responsibilities will remain the same throughout the entire project:

- Le Le Wei will remain the main contact point between our client and our team.

    Assigning a consistent main contact person throughout a project offers several advantages, including clarity and consistency in communication with the client, increased efficiency in managing interactions, clear accountability for relationship management, the potential for the main contact person to become an expert on the client's needs, and enhanced client comfort by simplifying their interactions with the team.

The responsibilities we have decided to keep in rotation include but are not limited to who the team leader is for each deliverable, who is the secondary contact point with our client.

- The team leader will change after each deliverable and follow the order that chosen by our instructor.
- We have established a practice where the team leader will serve as the secondary point of contact with our client for each deliverable. it ensures that every team member takes a turn as the primary client contact, promoting skill diversification and a deeper understanding of client engagement for each member.

Contact information.

Team members did not want to share their phone numbers and therefore in the contact information only be personal emails.

- Le Le Wei   lelewei667@gmail.com
- Yao Wu   yao.wu.mtl@gmail.com
- Shun Zi Yao   szyao416@gmail.com
- Zheng Xue   xuezheng1202@gmail.com
- Chun Mei Zhang   mariezhang2019@gmail.com

Client Contact

We will keep in touch with our client with two methods: email and Facebook. We will share files by email, such as the images and doc of UI design. And we will ask and answer questions, making a meeting with client by Facebook chat.

- Email: balloonsdor2023@hotmail.com
- Facebook: Balloons D'or 2023&Montreal

Reports

As a group, we decided that the best way to proceed for any deliverable goes as follows:

- We will have a short meeting to divvy the work.
- The team lead will ensure each member has done their part.
- The team lead will ensure each member has signed the document.
- Shun Zi will review each deliverable and edit the layouts and designs.
- Chun Mei will review each deliverable for missing content ads well as errors before sending it to the team lead.
- The team lead will do first and final review of the deliverable before allowing all team members to submit it.

ID		Name	Duration	Start	Finish	Pr...	Resource Names
1		**Deliverable 1 : Planning, Client and Business**	13 days	30/08/23 8:00 AM	15/09/23 5:00 PM		
2		Team Assesement	1 day	30/08/23 8:00 AM	30/08/23 5:00 PM		Yao
3		Define Opportunities	2 days	30/08/23 8:00 AM	31/08/23 5:00 PM		Chun Mei;Le Le;Shun Zi;Yao;Zheng
4		Plan client meeting	0.5 days	01/09/23 8:00 AM	01/09/23 1:00 PM	2;3	Chun Mei;Le Le
5		write Questionarie	0.5 days	01/09/23 8:00 AM	01/09/23 1:00 PM	2;3	Le Le;Zheng
6		Meet Client	0.5 days	01/09/23 1:00 PM	01/09/23 5:00 PM	5	Chun Mei;Le Le
7		Analyze business porcesses	1 day	04/09/23 8:00 AM	04/09/23 5:00 PM	6	Chun Mei;Le Le;Shun Zi;Yao;Zheng
8		Plan client meeting	0.5 days	05/09/23 8:00 AM	05/09/23 1:00 PM	7	Shun Zi
9		write Questionarie	1 day	05/09/23 8:00 AM	05/09/23 5:00 PM	7	Zheng
10		Meet Client	1 day	06/09/23 8:00 AM	06/09/23 5:00 PM	8;9	Chun Mei
11		Re-evaluate client requirements	1 day	07/09/23 8:00 AM	07/09/23 5:00 PM	10	Chun Mei;Shun Zi;Yao
12		Design screens	5 days	08/09/23 8:00 AM	14/09/23 5:00 PM	11	Chun Mei;Le Le;Shun Zi;Yao;Zheng
13		Develop Deliverable 2 plan	1 day	15/09/23 8:00 AM	15/09/23 5:00 PM	12	Le Le
14		**Deliverable 2 : Clent and Business**	5 days	18/09/23 8:00 AM	22/09/23 5:00 PM		
15		Team Re-assesment	1 day	18/09/23 8:00 AM	18/09/23 5:00 PM	13	Yao
16		Analyze Data	3 days	19/09/23 8:00 AM	21/09/23 5:00 PM	15	Chun Mei;Le Le;Shun Zi;Yao;Zheng
17		update deliverable 3 plan	1 day	22/09/23 8:00 AM	22/09/23 5:00 PM	16	Yao
18		**Deliverable 3 : User stores and UML Diagram**	10 days	25/09/23 8:00 AM	06/10/23 5:00 PM		
19		Team Re-assesment	1 day	25/09/23 8:00 AM	25/09/23 5:00 PM	17	Zheng
20		Use cases	8 days	26/09/23 8:00 AM	05/10/23 5:00 PM	19	Chun Mei;Le Le;Shun Zi;Yao;Zheng
21		Design UML diagram	8 days	26/09/23 8:00 AM	05/10/23 5:00 PM	19	Chun Mei;Le Le;Shun Zi;Yao;Zheng
22		Update Deliverable 4 plan	1 day	06/10/23 8:00 AM	06/10/23 5:00 PM	21	Zheng
23		**Deliverable 4: User Stories**	10 days	09/10/23 8:00 AM	20/10/23 5:00 PM		
24		Team Re-assesment	1 day	09/10/23 8:00 AM	09/10/23 5:00 PM	22	Shun Zi
25		Meet Client	1 day	10/10/23 8:00 AM	10/10/23 5:00 PM	24	Le Le
26		Re-revaluate requirements	3 days	11/10/23 8:00 AM	13/10/23 5:00 PM	25	Le Le
27		Design Index Cards	4 days	16/10/23 8:00 AM	19/10/23 5:00 PM	26	Chun Mei;Le Le;Shun Zi;Yao;Zheng
28		update Deliverable 5 plan	1 day	20/10/23 8:00 AM	20/10/23 5:00 PM	27	Shun Zi
29		**Deliverable 5 : Prototype UI**	5 days	23/10/23 8:00 AM	27/10/23 5:00 PM		
30		Team Re-assessment	0.5 days	23/10/23 8:00 AM	23/10/23 1:00 PM	28	Chun Mei
31		Assemble User Interface	2 days	23/10/23 1:00 PM	25/10/23 1:00 PM	30	Chun Mei;Le Le;Shun Zi;Yao;Zheng
32		Meet client	1 day	25/10/23 1:00 PM	26/10/23 1:00 PM	31	Le Le
33		Re-evaluate design	1 day	26/10/23 1:00 PM	27/10/23 1:00 PM	32	Chun Mei;Le Le;Shun Zi;Yao;Zheng
34		Update Deliverable 6 plan	0.5 days	27/10/23 1:00 PM	27/10/23 5:00 PM	33	Chun Mei
35		**Deliverable 6: Database Design**	5 days	30/10/23 8:00 AM	03/11/23 5:00 PM		
36		Team Re-assesment	1 day	30/10/23 8:00 AM	30/10/23 5:00 PM	34	Chun Mei
37		ER diagram	0.4 days	30/10/23 8:00 AM	30/10/23 11:12 AM	34	Chun Mei;Le Le;Shun Zi;Yao;Zheng
38		Design classes and database	3 days	31/10/23 8:00 AM	02/11/23 5:00 PM	37	Chun Mei;Le Le;Shun Zi;Yao;Zheng
39		update Deliverable 5 plan	1 day	03/11/23 8:00 AM	03/11/23 5:00 PM	38	Chun Mei
40		**Deliverable 7 : Implementation**	5 days	06/11/23 8:00 AM	10/11/23 5:00 PM		
41		Team Re-assesment	0.5 days	06/11/23 8:00 AM	06/11/23 1:00 PM	39	Yao
42		Program all features	2 days	06/11/23 1:00 PM	08/11/23 1:00 PM	41	Chun Mei;Le Le;Shun Zi;Yao;Zheng
43		Test	2 days	09/11/23 8:00 AM	10/11/23 5:00 PM	42	Chun Mei;Le Le;Shun Zi
44		Analyze and design documentation	1 day	06/11/23 1:00 PM	07/11/23 1:00 PM	41	Shun Zi
45		Design Report	1 day	06/11/23 1:00 PM	07/11/23 1:00 PM	41	Le Le
46		Meet Client-Demo	1 day	09/11/23 8:00 AM	09/11/23 5:00 PM	41	Chun Mei
47		Test	0.25 days	10/11/23 8:00 AM	10/11/23 10:00 AM	46	Yao;Zheng
48		Deploy	0.5 days	10/11/23 1:00 PM	10/11/23 5:00 PM	47	Le Le