**Wednesday, August 30, 2023**

**AGENDA**

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

1st Meeting | Began at 5:00 PM | Full attendance | ended at 6:00 PM

**DECISIONS**

* WeChat used for casual messaging.
* WeChat used for work related messaging.
* GitHub for documentation sharing.
* Google Calendar for scheduling meetings.
* Team for group meetings.
* Doing the project with JavaScript Html CSS and SQL.

**EVENTS**

* Created a GitHub repository and add team members.
* Developed Team Agenda.
* Distributed tasks of arranging the team journal and creating the Team
* Found a possible client, a small business called Ballons d’or Montreal.

**PLANNING**

For next meeting, Wednesday 5:00-6:00

1. Find at least 1 client per team member.
2. Share idea of project task distribution
3. Select a client and the project.
4. Familiarize with team project.
5. Start to follow personal journal.

**Wednesday, September 2023**

**AGENDA**

|  |  |  |
| --- | --- | --- |
| TASK/ACTIVITY | TIME | STATUS |
| 1. Discuss clients with team | 10min | Done |
| 1. Discuss clients with instructors | 5 min | Done |
| 1. Select 2-3 most optimal options clients | 5min | Done |
| 1. Make Final decision | 10-20min | None |
| 1. Schedule a meeting with client | 5min | None |
| 1. Discuss client needs and technical implementation | 12-20min | Done |
| 1. Discuss software and language to be used | 5-10min | Done |

**Friday, September 2023**

**AGENDA**

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

2nd Meeting | Began at 3:00 PM | Full attendance | ended at 4:30 PM

**DECISIONS**

* Chose the website application for our project.
* Email to the teacher of Web Services to see if we will learn current languages.

**EVENTS**

* Found two possible clients: an educational institution and a small business.
* Discussion about website application for our enterprise project, which is centered around pet dating.

**PLANNING**

For next meeting, Saturday 7:30-8:30

1. Complete the assignment No.1
2. Take about option projects.

**Tuesday, September 2023**

**AGENDA**

|  |  |  |
| --- | --- | --- |
| TASK/ACTIVITY | TIME | STATUS |
| 1. Discuss about client’s basic requirement | 10min |  |
| 1. Schedule a date to meet client | 5 min |  |
| 1. Discuss about project | 30min |  |

**Tuesday, September 2023**

**AGENDA**

|  |  |  |
| --- | --- | --- |
| TASK/ACTIVITY | TIME | STATUS |
| 1. Made final decision on choosing project. | 5min | Done |
| 1. Discuss about client’s basic requirement | 10min | Done |
| 1. Schedule a date to meet client | 5min | none |
| 1. Talk about business process | 15min | To be continue |
| 1. Complete project plan | 15min | Partly |

3rd Meeting | Began at 8:30 AM | Full attendance | ended at 10:10 AM

**DECISIONS**

* Task distribution of project.
* Try to complete deliverable 1 and deliverable 2 tasks in deliverable 1.

**EVENTS**

* Filled the project plan together with group members.
* Public the vote result.
* Task distribution of next meeting.

**PLANNING**

For next meeting, Wednesday 1:00-4:00

1. Discuss about client’s requirements.
2. Discuss business process.

**Wednesday, September 2023**

**AGENDA**

|  |  |  |
| --- | --- | --- |
| TASK/ACTIVITY | TIME | STATUS |
| 1. Discuss about client’s basic requirement | 10min |  |
| 1. Schedule a date to meet client | 5 min |  |
| 1. Discuss about project | 30min |  |