# Criteria B: Record of Tasks

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| Task Number | Planned Action | Planned Outcome | Time Estimated | Target Completion Date | Criterion |
| 1 | Meeting With Client | * Understanding the problem * A list of requirements for the program | 1 hour | 11/6/2019 | A |
| 2 | Meeting with Teacher | * See if IA topic is good * See if I have enough skill for the IA | 0.5 hours | 11/11/2019 | A |
| 3 | Meeting with Client | * Talk about some basic design ideas * Get any additional requirements and feedback * Get a full understanding of task | 1.5 hours | 11/25/2019 | A, B |
| 4 | Creating main structure for GUI | * The program has a non-functional interface | 5 days | 1/9/2020 | B |
| 5 | Creating basic algorithms for buttons | * Program starts coming together | 2 days | 1/24/2020 | B |
| 6 | Creating algorithms for saving/ reading data for the agenda and calculator | * Program is able to save and read its data | 1 day | 2/7/2020 | B, C |
| 7 | Testing | * Fixing any bugs * Program is semi-functional | 1 day | 2/21/2020 | C |
| 8 | Creating final algorithms for adding, editing and removing items | * Program is functional | 2 weeks | 2/23/2020 | C |
| 9 | Client testing program | * Feedback for user-interface * Fixing user-interface | 2 hours | 3/13/2020 | B |
|  | Final Testing | * Testing and fixing any bugs * Finishing the program | 1 day | 3/15/2020 | B |
| 10 | Documentation | * Finishing the necessary writing * Finish any comments | 2-3 days | 3/25/2020 | B, D |
| 11 | Cover Page | * Link creation | 1 hour | 3/25/2020 | B |
| 12 | Recording Video | * Record and finish editing video | 2 hours | 3/25/2020 | D |
| 13 | Application handed to client | * Give the application to the client | 1 hour | 3/25/2020 | C, D |
| 14 | Recommendations for improvement | * Get feedback for future improvements | 1 hour | 3/25/2020 | E |

Note: Tasks were not done immediately after the previous task was completed