

Vanier College
Faculty of Science and Technology
System Development
420-436-VA (Sect. 00002)

Team Logbook 01

Orange Team

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

Table of Contents

Meetings	3
First Meeting	3
Second Meeting	4
Third & Fourth Meeting	5
Fifth Meeting	6

Meetings

First Meeting

Friday, 21st of January, 2022

Decisions:

- Consensus on methods of communication + sharing of information (Teams and Github)
- Consensus on meeting times outside of class
 - Fridays 12:00 to 12:45 (mandatory)
 - Wednesdays 12:00 to 12:45 (optional – if need be)
- Consensus on type of client we want to have
 - Small business
 - From Montreal
 - Reason: They know everything about their own business, easier to communicate + helping local economy
- Consensus on making a website or web app to calculate finances
- Consensus on technologies that will be used:
 - HTML, CSS, JS
 - Database (Oracle or MYSQL)

Work done:

- Veaceslav Vas created the Teams group and set up a poll for us to divvy up the work
- Andy-Tason Nguyen-Chao created the Github repository + the README.md file
- Christina Kallas did the minutes document
- The entire group worked on looking for potential clients:
 - Centre Professionnel St.Laurent
 - Vieux-Saint-Laurent Library
 - Virus Électronique & Informatique
 - Ongles KJ Spa
 - Ordinateur Marie
 - Etsy sellers that do not have websites

Second Meeting

Monday, 25th of January, 2022

Decisions:

- Team decided which services/products is preferred to offer.
 - Website, inventory tracker, financial tracker, appointment scheduler.
- Team decided to target Etsy shops for potential clients.

Work Done:

- The teams specified with projects can be taken on.
 - Website
 - Program to sort/track inventory
 - System to schedule appointments with their customers
 - Finance report calculator system
 - Calculates how much is spent, lost, gained
 - Compares income to last month/year
 - Algorithm to *estimate* future sales
- Kerian made the draft contact email (English)
- Christina wrote the minutes file for the meeting
- Christina edited and translated the contact email into French.
- Andy made the draft of a potential web app
- Each member found 2-3 customers to put up for consideration:
 - Kerian:
 - OnlyPortrait (Etsy)
 - ArtGlassStudioWpg (Etsy)
 - TheBismuthSmith (Etsy)
 - Andy:
 - Vieux-Saint-Laurent Library
 - Virus Électronique & Informatique
 - Christina:
 - IoRoma (Etsy)
 - IridescenceCrystals (Etsy)
 - Krikor:
 - LeensTouch (Instagram)
 - MTLCherries (Instagram)
 - Making Herstory Concordia (Instagram)
 - Veaceslav:
 - FemmeMecanique (Etsy)
 - WoodProjects Await (Etsy)

Third & Fourth Meeting

Friday, 28th of January, 2022 & Thursday, 3rd of February, 2022

Decisions:

- Consensus on one small business that each team member needs to contact before next meeting:
 - Kerian = OnlyPortrait
 - Andy = Virus Électronique & Informatique
 - Christina = IoRoma
 - Krikor = LeensTouch
 - Veaceslav = WoodProjectsAwait

Work done:

- Kerian, Christina, Krikor and Veaceslav contacted all of their clients:
 - No reply from:
 - FemmeMecanique
 - WoodProjectsAwait
 - OnlyPortrait
 - ArtGlassStudioWpg
 - TheBismuthSmith
 - Making Herstory Concordia
 - No from:
 - IoRoma
 - IridescenceCrystals
 - MTLCherries
 - Yes from:
 - LeensTouch
- Christina updated the minutes file both times
- Veaceslav wrote a list of questions to discuss with client
- Kerian and Krikor planned the first meeting with client (they are the ones going to it)
- Andy and Christina made the team Logbook file

Fifth Meeting

Tuesday, 8th of February, 2022

Decisions:

- Christina and Andy are going to take care of the logbook
- Kerian, Veaceslav, Krikour are going to attend the client meeting

Work Done:

- Krikor and Kerian added and filtered the questions to be asked during the client meeting
- Krikor and Veaceslav had the meeting with the client
- Andy and Christina completed the Team Logbook (Table of Content, Editing)