Vanier College

Faculty of Science and Technology

**System Development**

**420-436-VA (Sect. 00002)**

Team Logbook 01

**Orange Team**

Krikor Astour

Christina Kallas

Kerian Loerick-Roger

Veaceslav Vlas

Andy-Tason Nguyen-Chao

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

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# 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)