

Vanier College
System Development section 01

Team Logbook

Team Orange:

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Wednesday, August 24 (First Meeting)

AGENDA

<u>Tasks/ Activity</u>	<u>Time</u>	<u>Status</u>
<u>Introduction</u>	<u>10 min</u>	<u>DONE</u>
<u>Establish communication system</u>	<u>20 min</u>	<u>DONE</u>
<u>Make an agenda</u>	<u>17 min</u>	<u>DONE</u>
<u>Discuss about the project ideas</u>	<u>5 min</u>	<u>DONE</u>
<u>Agree on time for meetings</u>	<u>5 min</u>	<u>DONE</u>
<u>Finish agenda</u>	<u>10 min</u>	<u>DONE</u>

1st meeting | Began at 9 a.m. | Full attendance | Ended at 10:07 a.m.

Decisions

- Discord used for casual communication <https://discord.gg/rdqdYFFx>
- Teams used for file sharing, schedule meetings
- Use of Word to share Agenda and minutes https://eduvaniercollegeqc-my.sharepoint.com/:w:/g/personal/2042827_edu_vaniercollege_qc_ca/Ed6TR2otvsREj56DNvwfT9wBBqxQY8_T3rs4HODNGpuHYw?e=Boq4Xg
- GitHub used for big file sharing <https://github.com/D3153/SystemDevTermProject>
- Possibility of using HTML, CSS, JS, Java, and C#
- Time for meetings: Wed UB and during class
- Meetings place is class

Events

- Chose communications application (Teams). Shared the agenda between team members
- Invited collaborators to the GitHub repository
- Agreed on meetings time and place

Planning

For next meeting, Wednesday, August 31 (for every team member):

- Find a client (Restaurant, Friends, Neighbors)
- Contact the client
- Decide on what kind of application to develop
- Familiarize with the file about team standards
- Familiarize with the Agenda document
- Start Personal Journal

Monday, August 29 (Second Meeting)

Agenda

<u>Tasks/ Activity</u>	<u>Time</u>	<u>Status</u>
<u>Talk about potential clients</u>	<u>5 min</u>	<u>DONE</u>
<u>Work on Agenda/Minutes</u>	<u>30 min</u>	<u>DONE</u>

2nd meeting |Began at 2:55 p.m. | Full attendance | Ended at 3:30 p.m.

Client option 1(Restaurant Posher):

Client Needs:

Database app:(mobile, system)

User requests:

- Taking customer email or any type of contact
- notify the customer about closing of the store.
- Record what each customer orders, and how much, at what time, and how often
- Showing each customer's usual coming time, and usual meal ordered
- Making offers to the customer depending on their usual orders.
- Taking a survey about customer personal info, (probably a mobile app)

Decisions

- Since they already have a POS system it will be harder to add and implement the client requirements
- They will not provide us with the source code so it will make it more difficult
- It is possible to make a mobile application instead that will handle the user requests

Planning

For next meeting, Wednesday, August 31 (for every team member):

- Find other potential clients (Restaurant, Friends, Neighbors)
- Contact the client
- Decide on what kind of application to develop

Wednesday, August 31 (Third Meeting)

Agenda

<u>Tasks/ Activity</u>	<u>Time</u>	<u>Status</u>
Project Plan - Gantt chart	<u>1 hour 40 mins</u>	Incomplete
Call Potential Client	<u>20 mins</u>	Done

3rd meeting |Began at 9:00 a.m. | Full attendance | Ended at 11a.m.

Client option 2(Company OPEQ):

Client Needs:

Database app:(mobile, system)

User requests:

- Make an easier way to fill out a form and client information

Decisions

- Waiting for further details (waiting for an email)

Planning

For next meeting, Thursday, September 1

- Finish Gantt chart
 - Duration of each task
 - Resources for each task

Thursday, September 1 (Fourth Meeting)

Agenda

<u>Tasks/ Activity</u>	<u>Time</u>	<u>Status</u>
Project plan -Gantt chart	<u>1 hour 50 mins</u>	Almost Complete

4th meeting |Began at 12:00 a.m. | Full attendance | Ended at 1:50p.m.

Djamankulov Alihan was late 30 mins for the meeting.

Reason: he felt sick. The team was not informed, not a lot done on his part in class also.

Decisions

- Duration of each task. Since deliverables are given different amounts of time. We chose to complete it a few days before the initial deadline in order to allow us more time to finish each deliverable.
- The project's task distribution for the documentation part is now complete. The work arrangement for the coding part will be made in accordance with the requirements of the client.

Planning

- Start working on deliverable 1 on our own time

For next meeting, Wednesday, September 7

- Finish Gantt chart - adding start/end dates for each task
- Work on deliverable 1

Thursday, September 8 (Fifth Meeting)

Agenda

<u>Tasks/ Activity</u>	<u>Time</u>	<u>Status</u>
Project plan -Gantt chart	<u>12:00-3:30</u>	Complete
Deliverable Document	<u>12:00-2:00</u>	85% Complete

4th meeting |Began at 12:00 a.m. | Full attendance | Ended at 2p.m.

There was no meeting on Wednesday because we had an in-class assignment.

Decisions

- Work on all deliverable 1 components since the planning and timeline is done.

Planning

- Finish deliverable 1 before the weekend
- Prepare for presentation (understand the deliverable/plan)
- Remember to work on personal journal

For the next meeting, Monday, September 12

- Presenting deliverable 1