Vanier College

System Development section 01

Team Logbook

Team Orange:

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<p align="center">**Wednesday, August 24** (First Meeting)</p>

<p align="center">**Agenda**</p>

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

<p align="center">**1st meeting |Began at 9 a.m. | Full attendance | Ended at 10:07 a.m.**</p>

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

Agenda

Tasks/ Activity	Time	Status
Talk about potential clients	5 min	Done
Work on Agenda/Minutes	30 min	Done

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

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

3rd meeting |Began at 9:00 a.m. | Full attendance | Ended at 11 a.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
    - Add duration of each task
    - Assign Resources for each task

Thursday, September 1(Fourth Meeting)

Agenda

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

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

Djamankulov Alihan was late 30 mins for the meeting.

Reason: he felt sick. The team was not informed.

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

Tasks/ Activity	Time	Status
Project plan - Gantt chart	3 hours 30 mins	Complete
Deliverable Document	2 hours	85% Complete

5th meeting |Began at 12:00 p.m. | Full attendance | Ended at 3:30 p.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

Monday, September 12(Sixth Meeting)

Agenda

Tasks/ Activity	Time	Status
Team Leader Presentation	30 mins	Done
Project plan - Gantt chart	1 hours 30 mins	Complete

6th meeting |Began at 1:30 p.m. | Full attendance | Ended at 3:30 p.m.

Decisions

- Start working on Deliverable 2.

Planning

- Finish Gantt chart, add the items asked by the teacher, before midnight
- Push all finalized documents to the GitHub repository
- Finish Peer evaluation before midnight
- Remember to work on personal journal

For the next meeting, Wednesday, September 14

- Prepare for Quiz 2
- Complete Team Logbook
- Continue Deliverable 2

Wednesday, September 14(Seventh Meeting)

Agenda

Tasks/ Activity	Time	Status
Questionnaire	40 mins	Done
Team Logbook	40 mins	Complete

7th meeting |Began at 8:55 a.m. | Full attendance | Ended at 9:35 a.m.

Decisions

- Brain storming questions for today's client meeting
- Finish questionnaire

Planning

For the next meeting, Thursday, September 15

- Working on Deliverable 2

Monday, September 19(Eighth Meeting)

Agenda

Tasks/ Activity	Time	Status
Team Leader Presentation	30 mins	Done
Deliverable 2	30 mins	Complete
Deliverable 3	1 hours	Incomplete

8th meeting |Began at 1:30 p.m. | Full attendance | Ended at 3:50 p.m.

Decisions

- Start working on Deliverable 3.

Planning

- Push all finalized documents to the GitHub repository
- Finish Peer evaluation before midnight
- Remember to work on personal journal

For the next meeting, Wednesday, September 21

- Prepare for Quiz 3
- Complete Team Logbook
- Continue working on Deliverable 3

Thursday, September 22(Ninth Meeting)

Agenda

Tasks/ Activity	Time	Status
Flowchart	2 hours	Plan done

9th meeting |Began at 12:00 p.m. | Full attendance | Ended at 1:50 p.m.

Decisions

- Work on Deliverable 3

Planning

- Push any work documents to the GitHub repository
- Remember to work on personal journal
- Update Gantt chart progress

Monday, September 26(Tenth Meeting)

Agenda

Tasks/ Activity	Time	Status
Class Diagram	1 hours 50 mins	Plan done

10th meeting |Began at 1:00 p.m. | Full attendance | Ended at 2:50 p.m.

Decisions

- Work on Deliverable 3

Planning

- Push any work documents to the GitHub repository
- Remember to work on personal journal
- Update Gantt chart progress

Wednesday, September 28(Eleventh Meeting)

Agenda

Tasks/ Activity	Time	Status
User Case Diagram	1 hours 30mins	Done

11th meeting |Began at 8:50 a.m. | Full attendance | Ended at 10:20 a.m.

Decisions

- Work on Deliverable 3

Planning

- Push any work documents to the GitHub repository
- Remember to work on personal journal
- Update Gantt chart progress

Wednesday, October 5(Twelfth Meeting)

Agenda

Tasks/ Activity	**Time**	**Status**
Team Leader Presentation	1 hour	Done
Deliverable 3 (update class diagram/UML/flowchart/user case)	1 hours 10mins	Done

12th meeting |Began at 8:30 a.m. | Full attendance | Ended at 10:20 a.m.

Decisions

- Work on Deliverable 3

Planning

- Push any work documents to the GitHub repository
- Remember to work on personal journal
- Update Gantt chart progress

<div align="center">**Thursday, October 6**(Thirteenth Meeting)</div>

<div align="center">**Agenda**</div>

Tasks/ Activity	**Time**	**Status**
Deliverable 4	40mins	In Progress

<div align="center">**13th meeting |Began at 1:10 p.m. | Full attendance | Ended at 1:50 p.m.**</div>

Decisions

- Work on Deliverable 4

Planning

- Push any work documents to the GitHub repository
- Remember to work on personal journal
- Update Gantt chart progress

Friday, October 14(Fourteenth Meeting)

Agenda

Tasks/ Activity	Time	Status
Deliverable 4	55mins	Almost Finished

14th meeting |Began at 12:00 p.m. | One absent | Ended at 12:55 p.m.

Decisions

- Finish Deliverable 4

Planning

- Push any work documents to the GitHub repository
- Remember to work on personal journal
- Update Gantt chart progress

Monday, October 17(Fifteenth Meeting)

Agenda

Tasks/ Activity	Time	Status
Team Leader Presentation	30mins	Finished
Deliverable 4	1 hour	Completed
Deliverable 5 (Prototype)	1 hour	In Progress

15th meeting |Began at 1:00 p.m. | Full attendance| Ended at 3:40 p.m.

Decisions

- Finish Deliverable 4
- Start to work on Deliverable 5

Planning

- Push any work documents to the GitHub repository
- Remember to work on personal journal
- Update Gantt chart progress

Wednesday, October 19(Sixteenth Meeting)

Agenda

Tasks/ Activity	**Time**	**Status**
Deliverable 5	2 hours	In Progress

16th meeting |Began at 8:30 p.m. | One absent| Ended at 10:30 p.m.

Decisions

- Continue working on Deliverable 5
- Meet with the client on Wednesday

Planning

- Push any work documents to the GitHub repository
- Remember to work on personal journal
- Update Gantt chart progress

Thursday, October 20(Seventeenth Meeting)

Agenda

Tasks/ Activity	Time	Status
Deliverable 5 (Prototype)	2 hours	In Progress

17th meeting |Began at 12:00 p.m. | Full attendance| Ended at 2:00 p.m.

Decisions

- Submit Deliverable 4
- Continue working on Deliverable 5

Planning

- Push any work documents to the GitHub repository
- Remember to work on personal journal
- Update Gantt chart progress

Monday, October 24(Eighteenth Meeting)

Agenda

Tasks/ Activity	**Time**	**Status**
Deliverable 5	3 hours	Almost finished

18th meeting |Began at 1:00 p.m. | Full attendance| Ended at 4:00 p.m.

Decisions

- Continue working on Deliverable 5

Planning

- Push any work documents to the GitHub repository
- Remember to work on personal journal
- Update Gantt chart progress

Wednesday, October 26(Nineteenth Meeting)

Agenda

Tasks/ Activity	Time	Status
Deliverable 5	2 hours	Almost finished
Deliverable 6	30 mins	Started

19th meeting |Began at 8:30 a.m. | Full attendance| Ended at 10:30 a.m.

Decisions

- Continue working on Deliverable 5
- Started working on Deliverable 6. Document created.

Planning

- Push any work documents to the GitHub repository
- Remember to work on personal journal
- Update Gantt chart progress

Thursday, October 27(Twentieth Meeting)

Agenda

Tasks/ Activity	Time	Status
Deliverable 5	2 hours	Almost finished

20th meeting |Began at 12:00 p.m. | One absent (Alihan)| Ended at 2:00 p.m.

Decisions

- Continue working on Deliverable 5
- Started working on Deliverable 6 next week

Planning

- Push any work documents to the GitHub repository
- Remember to work on personal journal
- Update Gantt chart progress

Monday, October 31(Twenty-first Meeting)

Agenda

Tasks/ Activity	Time	Status
Deliverable 5 Presentation	30 minutes	Finished
Deliverable 5	2 hours	Almost finished

21st meeting |Began at 12:00 p.m. | Full attendance| Ended at 2:00 p.m.

Decisions

- Finishing Deliverable 5
- Working on Deliverable 6 next class
- Contact client

Planning

- Push any work documents to the GitHub repository
- Remember to work on personal journal
- Update Gantt chart progress

Wednesday, November 2(Twenty-second Meeting)

Agenda

Tasks/ Activity	Time	Status
Deliverable 5	20 minutes	Finished
Deliverable 6 (database design)	2 hours	In progress

22nd meeting |Began at 8:30 p.m. | Full attendance| Ended at 10:30 p.m.

Decisions

- Finish and submit Deliverable 5
- Started working on Deliverable 6

Planning

- Push any work documents to the GitHub repository
- Remember to work on personal journal
- Update Gantt chart progress