Cover page

**Executive Overview**

Dinal will write it later

**Client description**

The client’s full name is Simon Provencher; he is a supervisor at a company named OPEQ, Dinal and Ibrahim’s former manager. He deals with computer components like hard drives, motherboards, RAM etc. The client is remarkably familiar with computers, so he is very skilled and has decent literacy, for example, he is quite familiar with Microsoft Office 365 apps like word, excel, etc. He is also familiar with databases as we used databases for items during the internship.

The business problem is that Simon wants a better way to fill out an excel sheet using an application. The application will help organize the data and make it easier to navigate. He wants to use an application because it will be clearer and more consistent to fill out rather than an excel sheet.

**Team Organization**

Team meetings:

Monday – 1:00 pm to 4:00 pm – in class

Wednesday – 8:30 am to 10:30 am – in class

Online Repositories:

GitHub - https://github.com/D3153/SystemDevTermProject.git

Microsoft Teams

Communication Strategies:

Microsoft Teams

Discord

By SMS (if necessary)

Extra Meetings:

Wednesday – 11:00 am to 1:00 pm – Library, Computer labs or Online

**Area of responsibility**

**Team Leader**

We decided to change the team leader for each deliverable but there will be repeats. The order is as follows:

Deliverable 1 - Jiamin Yuan

Deliverable 2 - Dinal Patel

Deliverable 3 - Ibrahim Awad

Deliverable 4 - Alihan Djamankulov

Deliverable 5 - Craig Justin Balibalos

Deliverable 6 - Jiamin Yuan

Deliverable 7 - Dinal Patel

Client Contact:

Dinal will be the main contact with the client. Since she worked with them and is familiar with their work, we decided it would be best to have her as the main contact.

Client contact info:

OPEQ phone number: (514)316-0399 ext.4

Email: atm@opeq.qc.ca

Reports:

Jiamin will make sure that the reports are all accurate and proper. Since she is the most proficient at organizing and makes sure that the report is accurate and done properly. She will not tell people what to put and how to do it because that is the team leader's job, instead she will make sure that the deliverable document is well organized.