Jamie Etherington (student)

[Company name]  [Company address]

intergrated group project

# Project outline

This piece of work broadly covers the work a software engineer would undertake during the requirements gathering phase of a project, and is also a task in project management. You may also, however, be expected to call on your knowledge of software gained elsewhere on the course. You are an organization that is developing a system for a client.

The task we have been set as a group is to use all of the knowledge that we have learned during our time so far at university, to work as a team to complete the entire of a project, from planning the project, designing the solution to the clients problem, to building the system, testing and implementing our system.  
Throughout our time in education we have all developed a taste for different aspects of computing and have honed our skills around our preferences for this project.

The client we have been assigned requires us to create a calendar system. The calendar needs to be used by staff to add events to their personal diaries. A staff member should be able to add appointments on specific days at specific times, and for concrete durations. They should be able to also delete appointments from their own diary. This personal diary can be shared among other staff who accepts to share their diaries with. These are a group called Staff can view the calendar of other staff. Also, staff can make meeting requests. If they are accepted, they become part of the diary of the friends involved. Also, accepted meetings can be later rejected. The calendar can be used both on a desktop or a mobile phone.

# System requirements

From our initial case study we have come to the conclusion that there are a number of initial requirements that the client needs to be implemented in the system. These initial requirements have given us a brief introduction into what we need to undertake as a project, and has also highlighted further questions we need to ask in our first interview with the customer.

## Initial requirements

* The system to be produced is a calendar
* The calendar needs to be used by staff to add events to their personal diaries.
* A staff member should be able to add appointments on specific days at specific times
* The appointments need to have durations applied
* They should be able to also delete appointments from their own diary.
* This personal diary can be shared among other staff who accepts to share their diaries with.
* These are a group called Staff can view the calendar of other staff.
* staff can make meeting requests.
* If they are accepted, they become part of the diary of the friends involved.
* accepted meetings can be later rejected.
* The calendar can be used both on a desktop or a mobile phone.

## Interview questions and answers

* Would the system require a log on, using your existing university log on information?
* How would you like the calendar to be formatted?
  + Daily, weekly, monthly, choice of the above
  + Choice of only showing the appointments
* Would you like any special design features?
  + Colour coded events?
  + Appointments at different locations in different colour’s?
* How often do you use your current time keeping method?
* Any interface specific requirements?
  + Font sizes, styles, images included or only text
* Will the program need to run simultaneously for multiple users?
* How would you like the appointment requests to be displayed
  + Pop up
  + notification
* Shared via email, shared in app or on social media?
* Anything further you would like integrated?
* What sort of budget are we working with?
* What are the time restraints and deadlines the project needs to be completed by?
* Would you like a specific colour scheme or motif?
* Any information about the database you require?
* Would the application be locally based or accessed of a website?

## Completed System Requirements

* The system to be produced is a calendar
* The calendar needs to be used by staff to add events to their personal diaries.
* A staff member should be able to add appointments on specific days at specific times
* The appointments need to have durations applied
* They should be able to also delete appointments from their own diary.
* This personal diary can be shared among other staff who accepts to share their diaries with.
* These are a group called Staff can view the calendar of other staff.
* staff can make meeting requests.
* If they are accepted, they become part of the diary of the friends involved.
* accepted meetings can be later rejected.
* The calendar can be used both on a desktop or a mobile phone.

# Interview and meeting logs

Our initial interview was set to take place on 17/02/2015. We would use this interview to ask questions and aquire further details on the project and the product that the client required us to produce.

However, the client failed to turn up. We arrived at the location in pleanty of time armed with our questions to ask, but the interviewee didn’t show up. Therefore we sent him an email stating the situation and containing the questions we wanted to ask.

# Meeting log

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of meeting | Names of participants | What we covered | Next objective | review |
| 17/02/2015 | * Jamie Etherington * Tom Jerrum * David Cumming * Malcom Campbel | * Views of the project * Overview of brief * Interview questions * Planned to conduct the interview | Contact client regarding rescheduling of interview, or to answer questions via email.  decide roles for the project | Productive meeting where we met each other properly for the first time. We planned out our interview and discussed initial roles. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Project plan

To successfully complete this project we need to assign jobs, and plan our time effectively to control and monitor the progress of the tasks.

## Project roles

1. Project Leader (ensures tasks are on time, allocates tasks, organizes meetings, )
2. Technical Leader (Ensures that members have the technical information, coordinates that knowledge is shared among members, )
3. Quality Assurance Leader (that the artefacts produced satisfy project tasks)
4. Configuration Manager (ensures documents are up to date, integrates works of others, responsible for delivering group work)
5. Process Leader (Ensures methodologies, processes and tools are appropriately in place for appropriate tasks.

## Task list

## Gantt chart

## Group meeting 1 minuets

## Group meeting 2 minutes

## Individual log of progress

## Gantt chart of actual progress