**Vanier College**

**Computer Science Department**

**420-426-VA Systems Development Section 1**

***1st Deliverable: Project plan***

**Submitted By**

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**Client contact:** Back of House Catering

**E-mail:** backofhousecatering@gmail.com

**Contact Name:** Jackie

**29th January 2015**

No work or ideas previously developed will be used for this project.

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# **Executive Overview:**

**Regarding the Client**

Our client is “Back of House Catering” located in Downtown Montreal. This company provides catering services to various events, for example private corporate meetings, conferences or even weddings. The company was founded by young entrepreneurs, also couples, Raegan Steinberg and Alex Cohen.

Upon calling Back of House Catering, we came in contact with Jackie Biber; Jackie is the manager of the company. Her tasks are to plan everything for an event, for example where it will be located, what is being served or which staff will be serving.

After our first meeting with her on Friday January 30th, we explained her our goal to aiding their business and asked her how we can commit that role. Jackie said that she has issues with organizing and managing data. For example, scheduling the event is done by hand, Jackie would prefer to simply do it by computer. Also all the inventory, employees and sales are on paper. So overall she needs help structuring all these data and files. Also, anyone can contact Jackie at any moment, since she provided us her personal cellphone number. However we will keep this as professional as possible and contact her if necessary.

We will implement a system where Jackie can easily use a program to create schedules, manage data, view graphs, designing the event, and all other options she needs.

**Regarding the Team**

Our team, Blue Team, will have a weekly meeting on Fridays from 10:00am to 11:30am in the Library or D-210 Lab, this depends on resources needed. In the event that we do not have much time to complete the desired task, we will have a meeting prior to the original meeting, on Wednesdays from 12:00pm to 1:30pm, either in the Library or D-210, also depends on resources needed.

For communication we have a strict system in place. We will use E-mail for confidential information, for example contacting the client or sending sensitive information among ourselves. Skype for cooperative easy work, for example brainstorming ideas or clarifying doubts. SMS for instant messaging, for example letting a team member know that you will not be able to attend the meeting or you are running late. GitHub for collaborating on non-sensitive work, such as open-source coding, without using important data. Also, each team member is responsible for having the contact information of another member.

Location wise, Labs are for collaborations on project, while Homework are for individual work and logs.

Reports are to be finalized by any member willing to do so, else each member will take turns doing it for each deliverable.

# **Brief Description:**

### Team Meetings:

We decided to have a team meeting every Friday at 10:00 A.M 11:30 A.M, either in the library or D-210 Computer Lab; it depends on the resources needed. If we see that we will be short on time to finish a task, we will also have a meeting on the Wednesday before to organize ourselves more efficiently.

### Online repositories:

Our online repository resides on the website GitHub.com under the name of TeamBlueVanier. Here is the URL: <https://github.com/EpicNameBro/TeamBlueVanier>

### Communication Strategies:

Communication will be done either through E-mail for confidential communication, Cellphones (Text Message) for immediate response or Skype for easy cooperative work.

* + Policies
    - Only talk about project related material.
    - No spamming.
    - Must write down in another log, edits the member made in the database/program with a brief description.
    - Work must be organized

### Lab work vs Homework:

Lab work – Work that requires every member’s commitment such as meetings, discussions, assign tasks, help other team members coding, so on so forth.

Homework – Individual task work such as assignments and filling in our personal logbooks.

### Area of responsibility:

1. Client contact: David will be responsible for contacting the client regularly.
2. Reports: Gowriekaran will responsible for writing documentation.

### Contact information:

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