**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**

* Client: “Back of House Catering”
  + Location: Downtown Montreal
  + Description: Provides catering services to various events
  + Owners: Raegan Steinberg and Alex Cohen
  + Spokesperson: Jackie Biber
    - Manager Role
  + Contacting: Team members shall take turns
* Important Dates:
  + Wednesday January 28th Back of House Catering became our client.
  + Friday January 30th First meeting with client.
* Services:
  + [Momentarily] Simple GUI Interface that is connected to a Database.

**Regarding the Team**

* Meetings (Weekly In-Person):
  + Primary Plan:
    - Day and Time: Friday, from 10:00am to 11:30am
    - Location: Library / D-210 Lab
  + Secondary Plan (Before Primary Date):
    - Day and Time: Wednesday, from 12:00pm to 1:30pm
    - Location: Library / D-210 Lab
* Communication:
  + Email for confidential communication
    - Strictly for project – i.e. communicating with client or sending private documents amongst ourselves
  + Skype for cooperative easy work
    - Strictly for simple works – i.e. brainstorming or clarifications
  + SMS for instant messaging
    - Strictly for small texts – i.e. Asking where the team member is
  + GitHub
    - Strictly for software and insensitive data - i.e. GUI Source Code
  + Each team member is responsible for having the contact information of another member.
* Labs are for collaboration on project, while Homework are for individual work and logs
* Reports are to be finalized by a different team member 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:

|  |  |  |
| --- | --- | --- |
| **Name** | **E-mail** | **Phone #** |
| Tung | [TungDoanDuong@gmail.com](mailto:TungDoanDuong@gmail.com) | 514-961-0695 |
| Jonathan | [Nintendo\_jon64@hotmail.com](mailto:Nintendo_jon64@hotmail.com) | 514-502-5259 |
| David | [David.a.mendez@hotmail.com](mailto:David.a.mendez@hotmail.com) | 514-880-9671 |
| Julie | [juliemanirath@gmail.com](mailto:juliemanirath@gmail.com) | 514-513-0650 |
| Gowriekaran | [g.karan.sinna@gmail.com](mailto:g.karan.sinna@gmail.com) | 514-885-8655 |

### Project plan:

[Instead of printing this page, print out the Gantt chart, with the header as project plan and footer with the page number; include both the data and chart on a page. Print out the project summary report as well.]

UPDATE://

It is currently 1:44 AM – Thursday morning

I added the missing part to the front matter (check the bottom of that page)

I did the executive overview, it is a page and it pretty much covers it all. The only issue is that it feels bloated, so we need to chat about what is really needed there.

I reviewed the whole document and cleaned it up as much as possible. Let me know if any changes are needed.

After rereading the PDF, it said responsibilities “should” be assigned for a different person every deliverable. I need clarification on that. I am talking about the highlighted the text in this document.

* Karan