

Process Document

Groupe members:

Fadi Abboud Lokesh Agnihotri Obaid Ghafoori Wondimu Woldaeaarggiye Client: Mrs. Mieke Vucht

Mentor: Mr. Mikaeil Shaghelani Lor

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♠ Location: 2nd floor, common area, R1

■ Date: 10-09-2019 **■ Time:** 8:45 – 12:45

Objective: Commencements of group entity

Minute Taker: Wondimu

* Attendees: Fadi, Obaid, Lokesh, Wondimu

Chairperson: Obaid



Meeting Minutes #1

Meeting Agenda

Nr Agendas Result

1 All members shall show their logo design draft.

2 All members give their opinion about group name .

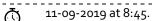
3 Discussed the possibility if Mr. Shaghelani would agree to mentor us.

We finalized the Logo.

WOLTECH is our group name.

Shaghelani Lor agreed to mentor us.

Next meeting:



Location is not yet specified we will search for an empty class or it's going to be in the common area again, selected location for the meeting will be updated once we find a suitable spot.

Client's/Mentor's Feedback: As soon as we have ideas, put them in the documentation. We agreed to write minutes of our meeting, decisions, plans and what about talking during the meeting.

Previous meeting objective: No meeting held before this, but we know each other, and all group members introduce themselves and plan to meet the next day.

Request from the Team: Schedule a meeting for next week and we agreed to write minutes about our meeting, decisions, plans and what about talking during the meeting.



Location: 2nd floor, common area, R1

Date: 11-09-2019 **Time:** 8:45 − 12:45

☑ Objective: Drafting project plan✓ Minute Taker: Wondimu

* Attendees: Fadi, Obaid, Lokesh, Wondimu

Chairperson: Obaid



Meeting Minutes #2

Meeting Agenda

Nr	Agendas	description
1	Will the client be invited to every meeting in Block 1?	No, only once, and maybe another time by the end of this block. The tutor will be present during every meeting
2	How many meetings with Tutor until the rest of block 1?	Every week.
3	What are the Deadlines for the minutes?	By the end of every week
4	Who is the Minutes taker and chairman?	We have to decide that between ourselves
5	Start 1 st draft project plan	Started project plan

Next meeting:



26-09-2019 at 16:15



Location is not yet specified we will search for an empty class or it's going to be in the common area again, we will specify that in the agenda for the next meeting.

Client's / Tutor's Feedback: Divide the work, but still ensure that everyone makes equal contribution in all the fields. Research about the project, plan and then act on it.

Previous meeting objective: creating group entity name and designing logo. Discuss ideas with regard to the project

Request from the Team: Schedule next meeting and get started with the research.



▲ Location: 2nd floor, common area, R1

Objective: design wireframes and update Docs

Minute Taker: Wondimu

* Attendees: Fadi, Obaid, Lokesh, Wondimu

Chairperson: Fadi



Meeting Minutes #4

Meeting Agenda

Nr	Agendas	Description
1	Wireframes	The wireframes for the website were decided and designed.
2	About ticket	We decided to add extra feature where visitor can purchase day tickets and as well as ticket for the whole event.
3	Participants	Are younger and +18 and they expect more than 1000 participants They need an ID-card for administration
4	Payment method	Only bracelet can be used to buy stuffs at the event, and they charge their bracelet in ATM at the event.
5	Sign up	Signing up on the website to buy tickets will not be mandatory

Next meeting:



01-10-2019 at 16:15.



Location is not yet specified we will search for an empty class or it's going to be in the common area again, we will specify that in the agenda for the next meeting.

Client's / Tutor's Feedback: The client wants the no group tickets and non-refundable tickets. The theme of the event is modern Middle east.

Previous meeting objective: *To finalize the project plan and wireframes*

Request from the Team: Schedule a meeting for next days and come with the updated wireframes and designs.



A Location: 2.75ab, R1 **B** Date: 01-10-2019 **Time:** 09:00 − 12:00

Objective: Designing GUIs and ERD

Minute Taker: Obaid

* Attendees: Fadi, Obaid, Lokesh, Wondimu

Chairperson: Lokesh



Meeting Minutes #5

Meeting Agenda

Nr Agendas description

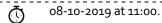
1 Checking the setup document We need to query the database to get better ERD diagram

2 Checking the project plan v3 Added the Gantt Chart

3 Discuss the meeting with the client We must talk to the client to make the agreements. We should discuss

with the client about the ticket types.

Next meeting:





Location is not yet specified we will search for an empty class or it's going to be in the common area again, we will specify that in the agenda for the next meeting.

Client's / Tutor's Feedback: We should focus on the design parts and get it done before the end of week 5. Finalize the project plan and update it according to the tutor's

Previous meeting objective: Group meeting, client meeting

Request from the Team: schedule a meeting for next week, Update the project plan, Make the GUIs, Designing the website static part and Update the ERD-diagram.



A Location: 2.75ab, R1 **B** Date: 08-10-2019 **C** Time: 09:00 − 12:00

Objective: Designing GUIs and ERD

/ Minute Taker: Wondimu

* Attendees: Fadi, Obaid, Lokesh, Wondimu

Chairperson: Fadi



Meeting Minutes #6

Meeting Agenda

Nr	Agendas	description	
1	Finalize the set-up document	Finalized setup document	1
2	Checking the process report	Adjusted process report	1
3	Update web pages	Updated web pages	1
4	Finalize ERD	Finalized ERD	!
5	Create GUI	GUI drafted	1 1 1 1 1 1
1			1

Next meeting:

22-10-2019 at 9:00.

Location is not yet specified we will search for an empty class or it's going to be in the common area again, we will specify that in the agenda for the next meeting.

Client's / Tutor's Feedback: Finalize some web pages and the process document

Previous meeting objective: Group meeting, client meeting

Request from the Team: schedule a meeting for next week, Update the set-up document, Provide the website static part and Update the ERD-diagram.



Location: 2.75ab, R1 **Date:** 22-10-2019 **Time:** 09:00 – 12:00 ₫

Partial Proof Objective: Designing GUIs and ERD

Minute Taker: Wondimu

Attendees: Fadi, Obaid, Lokesh, Wondimu

Chairperson: Fadi



Meeting Minutes #7

Meeting Agenda

Ī	Nr	Agendas	description
i - 	1	Update static web	Updated web pages
	2	Update the GUIs	Updated GUIs
÷			

Next meeting:



22-10-2019 at 9:00.



Location is not yet specified we will search for an empty class or it's going to be in the common area again, we will specify that in the agenda for the next meeting.

Client's / Tutor's Feedback: Be creative in static document

Previous meeting objective: Group meeting, client meeting

Request from the Team: schedule a meeting for next week, Provide the mobile-responsive website static part and Update the GUIs.

------ END OF 1st BLOCK ------



Cocation: 2.75ab, R1 **Date:** 19-11-2019 **Time:** 08:45 − 12:45

Objective: Finalize the first draft of the project

Minute Taker: Wondimu

* Attendees: Fadi, Obaid, Lokesh, Wondimu

Chairperson: Lokesh

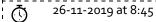


Meeting Minutes #9

Meeting Agenda

Nr	Agendas	Description	, - -
1	Create Database	1 st draft database	
. 2	Create payment and login page	1 st draft payment and login page	1
3	Build SQL and RFID connection solution	1 st SQL and RFID code	
4	Create about as page	Give task for a group member	
5 6	Finalize the GUIs Divide the task	4 finalized GUIs All members take their responsibility	

Next meeting:





Location is not yet specified we will search for an empty class or it's going to be in the common area again, we will specify that in the agenda for the next meeting.

Client's / Tutor's Feedback: Update the GUIs and finalize GUIs, start to implement all applications, we should follow the ERD, GUI and Wireframes in implementation

Previous meeting objective: Getting Client feedback



Location: 2.75ab, R1 **Date: 26-11-2019** Time: 09:00 – 12:00 Ō

Objective: wrapping up last week planned tasks

Minute Taker: Wondimu

Attendees: Obaid, Lokesh, Wondimu

Chairperson: Obiad



Meeting Minutes #10

Meeting Agenda

	Nr	Agendas	Description	
1 1 1	1	Updating and working on webs	Updated webs	l
1 1 1	2	Updating and working apps	Updated apps	li ii
1 1 1	3			ij
1				ì

Next meeting:

o3-12-2019 at 9:00. to be known by the wondimu (<u>1</u>)

Location is not yet specified we will search for an empty class or it's going to be in the common area again, we will specify that in the agenda for the next meeting.

Client's / Tutor's Feedback: The client didn't attend the class

Previous meeting objective: updating the first draft

Request from the Team: keep working on our tasks



A Location: 2.83, R1 **B** Date: 03-12-2019 **C** Time: 09:00 − 12:00

Objective: implementations of planned tasks

/ Minute Taker: Wondimu

* Attendees: Fadi, Obaid, Lokesh, Wondimu

Chairperson: Fadi



Meeting Minutes #11

Meeting Agenda

Nr	Agendas	Description
1	Create Database	2 nd draft database
2	Create payment and login page	2 nd draft payment and login page
3	Build SQL and RFID connection solution	2 nd SQL and RFID connection
4	Build about us, ticket, event pages	2 nd draft pages
5	Divide the task	All members take their responsibility

Next meeting:

10-12-2019 at 9:00.

Location is not yet specified we will search for an empty class or it's going to be in the common area again, we will specify that in the agenda for the next meeting.

Client's / Tutor's Feedback: *Update and finalize GUIs, start to implement all applications, we should follow the ERD, GUI and Wireframes in implementation*

Previous meeting objective: Getting Client feedback



♠ Location: Common Area R1

Date: 16-12-2019 **Time:** 09:00 – 12:00

© Objective: Client feedback, upgrading GUIs & ERD

✓ Minute Taker: Wondimu
 ★ Attendees: Wondimu, Fadi
 ☐ Chairperson: No chair person



Meeting Minutes #12

Meeting Agenda

Nr Agendas Description

1 Show or present the progress of the project to the client

Present app and websites to the client

2 Take feedback from the client Taken feedbacks which will be mention in the feedback section

Next meeting:



Not known!!



Location is not yet specified we will search for an empty class or it's going to be in the common area again, we will specify that in the agenda for the next meeting.

Client's / Tutor's Feedback: The client needs flow of the apps, web and database Change the color and features of the GUIS in accordance to website GUIs.

Previous meeting objective: Group meeting, client meeting



A Location: 2.83b, R1 **Example 2.83b Example 3.83b Example 3.83b Example 3.83b Location:** 2.83b, R1 **Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83b Example 3.83**

Objective: wrapping up last week planned tasks

Minute Taker: Lokesh

* Attendees: Fadi, Obaid, Lokesh, Wondimu

Chairperson: Wondimu

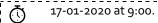


Meeting Minutes #13

Meeting Agenda

Nr	Agendas	Description	1
1	Create Database	Finalized database	! ! !
¦ ¦ 2	Create payment and login page	Finalized payment, login and sign up page	1
3	Build SQL and RFID connection solution	Finalized SQL and RFID connection	1
4	Update GUIs	Finalized GUIs and applicatoions	1 1 1
5	Build about us, ticket, event pages Divide the task for the next week	2 nd draft about us page All members take their responsibility	

Next meeting:



Location is not yet specified we will search for an empty class or it's going to be in the common area again, we will specify that in the agenda for the next meeting.

Client's / Tutor's Feedback: *Develop applications, keep on track.*

Previous meeting objective: *Getting initial draft of Database*



Time: 09:00 – 12:00

Objective: wrapping up last week planned tasks

Minute Taker: Wondimu

* Attendees: Fadi, Obaid, Lokesh, Wondimu

Chairperson: Obaid



Meeting Minutes #14

Meeting Agenda

Nr Agendas Description

Build Food App, Loan stand App,
 ATM stand App, Admin Panel

2 Updated entrance app Updated entrance app

3 Update all web pages Updated web pages (java script, php.)

4 Update Apps Updated Apps

5 Divide the task for the next week All members take their responsibility

Next meeting:

o7-01-2020at 9:00. to be known by the wondimu

Location is not yet specified we will search for an empty class or it's going to be in the common area again, we will specify that in the agenda for the next meeting.

Client's / Tutor's Feedback: *try to develop finalizing applications, keep on track.*

Previous meeting objective: Getting initial draft of Database



A Location: 2.75ab, R1 **B** Date: 07-01-2020 **Time:** 09:00 − 12:00

Objective: wrapping up last week planned tasks

Minute Taker: Wondimu

* Attendees: Fadi, Obaid, Lokesh, Wondimu

Chairperson: Fadi

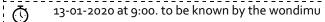


Meeting Minutes #15

Meeting Agenda

Nr	Agendas	Description	
1	Update All Apps	Updated Food App, Loan-stand App,	i
1		ATM stand App, Admin Panel	į
2	Update all web pages	Updated web pages (java script, php.)	! ! !
¦ 3	Divide task for next week	All members take their responsibility	
1			i I
i			i
1			I I
1			1

Next meeting:



Location is not yet specified we will search for an empty class or it's going to be in the common area again, we will specify that in the agenda for the next meeting.

Client's / Tutor's Feedback: try to finalize applications, website and keep on track.

Previous meeting objective: wrapping up last week planned tasks



A Location: 2.75ab, R1 **B** Date: 13-01-2020 **C** Time: 09:00 − 12:00

Objective: wrapping up last week planned tasks

Minute Taker: Wondimu

* Attendees: Fadi, Obaid, Lokesh, Wondimu

Chairperson: Fadi



Meeting Minutes #16

Meeting Agenda

Nr	Agendas	Description
1	Present all apps	Presented app
2	Present all WEB pages	Presented WEB
3	Present documentation	Presented PowerPoint
1 1 1		
1 1 1		

Next meeting:



22-10-2019 at 9:00. to be known by the wondimu



Location is not yet specified we will search for an empty class or it's going to be in the common area again, we will specify that in the agenda for the next meeting.

Client's / Tutor's Feedback:

- We need include in the presentation agenda, deliverable products detail and to make the present power point more sound.
- Change the show info list box to text in the food application.
- A good appreciation about the group progress and effort

Previous meeting objective: On 22/01/2020 – finale product delivery day

Request from the Team: Finalize the whole document, website and applications in this week



Mark Justification

We have been through lots of ups and downs but I afraid I found a single consequence that has had an inverse impact on our project particularly and on a team at large. the initial phase of a project was a huge blow because everything was brand new to everybody and indeed, we lacked experience too. Thus, we had no issues but challenges. And in order to tackle the challenges productively, we gave ourselves a bit of time, in fact, it took a while till we found a way to get the thing done.

If there were anything more than 10 we would target that is because of the fact that our team demonstrates during the course of action. For instance, I want to quote our mentor comments during the last week's meeting "It is seen/observed a surge of our teamwork rose significantly and it has shown its continuation continue further till the end of the project." Secondly, we have provided with extra functionality in the project that was either not asked or was not mandatory last but not the least we supplied the most significant and correct documentation where our professionalism yields itself. We focused on teamwork rather than individual delivery. We kept team tight and unite, stand work and support each other. In short, we developed teamwork orientation skills than individualism. Therefore, we would rate our project and team 10.



Individual Reflection

Fadi Abboud

Strong/Weak traits that affected the project

One of the weak traits that might affect the project was that I am a shy person and I do not dare to ask about certain questions, however during this project I tried to change this behavior and exploit this project in order to overcome this problem. I think I have improved in this aspect not 100%, but better than before. I always try to do my best during the project and to collaborate with my group team as possible as I can and improving my Soft-Skills.

Learning moments from the project

In this project my main task was designing the database and building it, it was really challenging because it was not an easy task to choose the correct design that will function with the website and applications without any conflicts.

Duo to the Advice and feedback of Mr. Shaghelani Lor, Mikaeil M. and my teammates I was able to manage the design and building the database. Now I have more knowledge about the database.

I learned how to create better documentation with the help of my teammates especially Mr. Obaid Ghafori and Wondimu Gebre they helped me a lot in terms of using better English words, grammar and a much better design of the document. I was delighted by their feedback because it allows me to write a more professional document I will not forget to mention Mr. Shaghelani Lor, Mikaeil M. and his wise advice to us as a group about the documentation.

I got more knowledge in C# and how to connect it to the database and use RFID. I learned from this project, teamwork is an essential part for any project and it is important for getting the job done on time because without collaborating within the team the tasks will become overwhelming.

Evaluation of spent effort

The first block was about planning and designing, during this block I was trying to design the database and helping my teammates with documentation.

The documentation was not my favorite task because honestly, I am not so good at documentation however I tried to draw some graphs in the project plan and writing some of the sentences in it and setup document. Duo to the advice of Mr. Shaghelani Lor,Mikaeil M., Mr. Obaid, and Wondimu Gebre. I did it in a better way than when I started to write and draw the graphs.

The second block I had a health issue that is why I had a delay in building the database on time. Thanks to Mr. Obaid Ghafoori who took the responsibility as a leader to build the database until I recover that meant a lot to me and he told me (that is what teamwork meant for and if I was sick you will do the same to me). In addition, I also put my effort in C# applications.

Improvements for next project (what could you do better next time?)

Next time, I will try to take advantage of my experience in this project, improve time management, plan the project and follow it effectively to avoid any future problems in the project.

I will work on the feedback I received from my teammates and Mr. Shaghelani Lor, Mikaeil M. to improve my skills.



W.G Woldeaarggiye

Strong/Weak traits that affected the project

I'm a motivated person who wants to try a new thing. This personality helped me a lot to stay on the track of the project. Besides, I don't give up easily. I go as far as possible until the things done. In the first block, all things seem impossible. But, with a lot of trial and error, and my group mates and tutor feedback and advice I managed my tasks. Without any hesitate our tutor, Mr Shaghelani Lor, he puts his full effort on our project. He is always friendly and positive. His personality was our backbone to finalize our project on time and effectively.

The traits that affect the project is my time management. I was not good at time management. Besides, I must travel all the way from my house in Amsterdam to Eindhoven, sometimes there were a stacking or delaying in the train which prevent me to attend the meetings on time.

Besides, I am a person who grew up in a restricted culture, duo to that I had no social skills to communicate with people, and I do not dare to ask them questions. I thought this behavior track me down to use my skill and ability in the project properly. However, now I have changed this behavior due to my group mates' feedback and pieces of advice.

Learning things from the project

I learned a lot of things from this project. I acquired more knowledge and skills than what I learned in the class.

The first thing I learned from this project is group work. We came from a different culture and background. I like harmony. I learned; how can I work with international people.

Secondly, my main task was documentation. I learned how can I write a professional project plan and set up document. In the first two weeks, each group mates were working his task, but after the feedback of our tutor all group member participated in the documentation and I learned also from them a lot.

I also take additional tasks and responsibilities from our group mates; I did C# applications. And from this, I learned how can I apply RFID, connect C# and database and use different libraries in visual studio.

I did also SQL injection with my group mates Mr Fadi. He pulled me to participate in database building and ERD. As a result, I learned a lot about database building and ERD design.

My third sub-task was web development, I did some WEB pages and I was working with Mr Obaid, I got a lot of skills and pieces of knowledge about Web page design and development. He gave me always new tasks and pulled me to do new things.



My effort on this project

As I mentioned before, for the first week I was only focusing on my tasks. But later, I tried to participate in all tasks, the tasks that got from my group mate and my tutor. Actually, in this project, I participated in all tasks from wireframe and GUI creation to C# app coding, Web page development and database building. I did my best in this project.

Also, I was trying to improve my skill and pieces of knowledge in the project area. Always, I surf the internet to get a new thing for our project. And I didn't hesitate to take additional responsibilities and tasks from my group mates and my tutor. I am always, curious to change my personality and behavior to make our project group more harmony.

Improvements for the next project

I got a lot of experiences and knowledge from this project. Depend on these experiences knowledge's, for next project I am going to use my time properly and finish my task on time, trying to be more social, dare to ask people questions and develop my communication skill.



Lokesh Agnihotri

Strong/Weak traits that affected the project.

Just like anyone else I too have few strong and weak traits. I generally do not get open with new people and when I was in team with two new students, it took me a week or two to mingle with them and be open with them. However, I consider being able to deliver anyhow is my strong trait and It really helped us achieve a task that initially we all thought is impossible.

My effort on this project

I did a lot of efforts to make our projects a success, not all the efforts were related to just coding or designing. I put a lot of effort on building relations with teammates. Efforts to get comfortable with them and behave in such a way that they do not see me as just a colleague but as a friend. I learnt to adapt to their working style and motived them the way it was best. I sat with them help with documentation, Git etcetera, I help them understand what is missing and what could be improved and how can it be improved, but I never actually did it for them. And I believe it's a good way to help because we all are here to learn.

Learning things from the project

I think I learnt a lot from this project. First, I learned to work in a group as a team and I think it is the biggest lesson I learnt. I learned how to motivate others when they are low, and I realized for the first time that when you are low you have a team that tries to cheer you up, and it is a great feeling. I learnt a lot about the culture and traditions followed in the countries of my fellow teammates. I learnt a lot about coding and designing, about how to do a proper professional documentation, about how to meet deadlines and above all how to stick together as a team and fulfil a mammoth's task. I feel I grew up as a person as this stage when I look at when I started with prop, looking around to get team mates. I learned to take command, a lot about how to be a good leader and also how to be a good teammate.

Improvements for next project:

Well, I would love to do more projects like this, because I believe with every project, I will learn a lot. For the next project I would be doing a lot of research/talking to people which can be possible users of the project in order to get a better understanding and idea of what to do before we start coding. I understand this was our first project as a team so there were some troubles, but I was glad that we did mistakes a lot of them and learnt from them. And that's my plan to not repeat them but keep learning.



Obaid Ghafoori

Strong/Weak traits that affected the project

Though it is too much difficult to write about oneself but thanks to my teammates helping me realizing some points to discuss it here. One of team member count" being direct to the point", is my weak point while other think "saying first to others than myself" in other word give priority to help others while keeping my own responsibility as secondary, traced my weakness. Being as Team leader the first is essential and even more productive to be direct to the point rather than playing around the boshes while not getting it to the point. On the other hand, the latter one did affect the project negatively in fact that enrich my productivity and boost my energy to contribute more to the team.

In contrast, I believe being a perfectionist is what I consider as my weak point. Contrarily others in the team take this phenomenon as my strong point. They argue that it leads to professionalism and further stimulates the learning bites.

To summarize, I argue that both of my weak and strong points did not have any negative consequences on the team, but it has reflected a positive impact on the project.

Learning moments from the project

Overall, I have learned a lot from this project. To be more specific I would conclude them in two categories. They are termed as hard skills and soft skills. The first category improved the ability to put all the knowledge that I have gained so far into practice, give me a broad picture of the engaged subjects. It was right from writing necessary documentation to all computer languages/ technologies that we have used in the project.

While in the second category I have learned and developed the skill how handle the pressure and stress, how to gap cultural difference within the team, strategy of looking into problem from different angle and realizing the importance of planning and last but not the least prioritizing things as per the requirements and needs are a few to the name of my learning moments

Evaluation of spent effort

Initially, I was shouldered responsibility to build functional website which starts right from the initial stage upon till the last phase, but that was not the all, in fact, Finalizing, versioning and assessing the documentations, acting as DBM in the absence of Fadi and contributing to the applications by designing and developing was the area where I have put my efforts into it.

However, I consider the above-mentioned subjects, not as a complement to the efforts that I have put in. But keeping the team unite, encouraging and raising team morale high, letting everything goes in harmony, bring the conflict to least minimums, leading team from front and taking the responsibility



when things went wrong and sharing, crediting and labeling them as source of success when things went right and giving them the nice feeling about teamwork is what it made me glad and in fact paid for the effort that I have invested in. in short, it blessed me pride to represent them as a team leader.

Improvements for the next project (what could you do better next time?)

In the next journey, I will use the knowledge and experience that I have gained from the current project to overcome or to act in a better way while taking a decision; for instance, I will not keep all the ages in one nest. As a result, I have agreed with one of our teammates that he will be taking care of all Apps individually by himself but later on, I realize that we will be running out of time I do not take any preventative measurements. The measurements were simple but yet more productive and efficient. I have divided all the apps among ourselves, get things done and meet the deadline.

I thank my colleagues for their sincere contribution and appreciate their efforts that they have put into the project. A special thanks to Mr. Shaghelani for his inspirations, insights, instructions and especially patience to work with us and make this project possible.

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Conclusion

