**GREEN TEAM MEETING JOURNAL**

**THURSDAY, SEPTEMBER 01 2022**

**AGENDA**

**TASK / ACTIVITY TIME STATUS**

1. Getting to know team members 30 mins Done
2. Discussed Project Ideas and went 30 mins Done

Through Deliverable 1

1. Discussed Potential Clients 1hr:00 Done
2. Break 30 mins Done
3. Assigned task for deliverable 1 30 mins Done
4. Finalized Team Journal 30 mins Done

1st Meeting | Began at **09:39 AM** | Full attendance | Ended at **12:30 PM**

**DECISIONS**

* Find as many prospects as we can
* Start doing parts of Deliverable 1
* Set regular meetings every Tuesdays 2pm
* Set up GitHub Repository
* Decided to use teams and whats up as means of communication

**EVENTS**

* Created Team journal, made first notes.
* Set up Github
* Brainstorming

**PLANNING**

For next meeting, **Tuesday, September 06**(for EVERY team member):

1. Bing Bai will create Gannt Chart
2. We will present our prospects
3. Ibrahim will explain Github
4. Mark will prepare and show parts of deliverable 1

**TUESDAY, SEPTEMBER 06, 2022**

**AGENDA**

**TASK / ACTIVITY TIME STATUS**

1. Verify Checklist Deliverable 1 10 mins DONE
2. Presented Gannt Chart-project plan 20 mins DONE
3. Review Prospects 45mins Done

2nd Meeting | Began at **2PM** | Full attendance | Ended at **03:10 PM**

**DECISIONS**

* Set an appointment to professor to check or list of prospects
* No yet selected a client

**EVENTS**

* Created list of clients
* Presented parts of deliverable1 (lacking parts: Executive summary, Client)
* Bing Bai presented the Gantt Chart and together we all made modifications

**PLANNING**

For next meeting, **FRIDAY, September 09** (for EVERY team member):

1. Finalize porspect

**FRIDAY, SEPTEMBER 09 2022**

**AGENDA**

**TASK / ACTIVITY TIME STATUS**

1. Talk about prospects 1hr00mins Done
2. Invited Professor to check 30mins Done

our list of prospects

3d Meeting | Began at **11:00 AM** | Full attendance | Ended at **12:30 PM**

**DECISIONS**

* Set Final Deadline for choosing a client on 09/11/22 8pm
* Meeting on 9/11 will be dedicated in selecting a prospect

**EVENTS**

* Discussed prospects with the professor
* Set meeting on 9/11 for finalizing list and selecting prospects

**PLANNING**

For next meeting, **Wednesday, Jan 27** (for EVERY team member):

1. Contact more prospects
2. Make a final decision on Sunday and present it to the professor the day after

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| **PROSPECTS** | **TYPE OF BUSINESS** | **PROBLEM** | **STATUS** |
| Dance Organization(Bing Bai) | Organization | Tracking | only 1 contact person |
| Car Repair Center A (MARK) | automotive | Prospect and partner parted ways. As per initial interview they don’t have an information system in placed. Inventory, client scheduling are all logged in a log book. | Gave me an appointment for next Tuesday 9/13/22. He is too busy right now since his partner already left |
| Car Repair Center B(MARK) | automotive | no info systems in placed | not responding as of the moment. Business will be operational mid september |
| Garage P.J.N Auto (Shayekh) | automotive |  | waiting for appointment |
| Restaurant Pho MC Brossard(Ibrahim) | Restaurant | waiting for appointment | Rejected |
| Voyages Polaris(Ibrahim) | Travel Agency | Refused to work with us | Do not want to give info |
| Restaurant Rolopan - Chatime(Ibrahim) | Restaurant | no database | Rejected |
| Restaurant Delhi Kabab(Ibrahim) | Restaurant | no database | waiting for response |

**SUNDAY, SEPTEMBER 11**

**AGENDA**

**TASK / ACTIVITY TIME STATUS**

1. Share additional prospects 60mins DONE
2. Finalized Prospects 40mins DONE
3. Review Gantt Chart 20mins DONE

Meeting | Began at **9:00 PM** | Full attendance | Ended at **11:00 PM**

**DECISIONS**

* Among 4 potential clients we narrowed it down to 2 (car garage and restaurant) both are having issues with their inventory management system

**PLANNING**

For next meeting, **Friday, Jan 29** (for EVERY team member):

1. Present finalized list of prospects on 9/12/2023
2. Once approved, proceed in finishing deliverable 1

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Prospect** | **Nature of Business** | **Size** | **Age** | **Problem** | | Delhi Kabab(Ibrahim) | Restaurant | 8 employees | 5 Years plus | Ever since they are using a manual inventory management system. They are having a problem tracking the there inventories that is why they want to have an automated inventory system that has a user friendly user interface. They want to make the system more efficient | | Eli's Garage | Car Auto Repair | 2 Employees | 3 years | Tracks there inventory on a logbook. They used to have 3 employees. The other employee who is in charge with inventory left. Now the owner is having a hard time tracking inventory. He also wants to streamline his inventory management system. |   **TUESDAY, SEPTEMBER 13**  **AGENDA**  **TASK / ACTIVITY TIME STATUS**  Present Final Gantt Chart 15mins DONE  Modify Gantt Chart 01hr:00 DONE  Discuss client description 20mins DONE  Meeting | Began at 2**:00 PM** | Full attendance | Ended at 4**:00 PM**  **DECISIONS**   * We finalized deliverable one and decided to finish it till tonight so we can review it tomorrow 09/14/22   **PLANNING**  For next meeting, **Wed, September 14** (for EVERY team member):  Review Deliverable1  Edit if necessary |  |  |  |  |
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