Vanier College

Faculty of Science and Technology

**System Development**

**420-436-VA (sect. 00003)**

Team Logbook 1

Green Team

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We, the green team, certify that this logbook is our own work.

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# Meetings

### First Meeting

**Wednesday, January 25, 2023**

**Attendance:**

* Ali
* Mert
* Maxym

**Decisions:**

* Discussed potential clients + different methods to finding clients (google maps, shops near workplace, friends).
* Which platform to use for communications.
* Consensus on attending all classes as much as possible:
* Monday (10am – 12pm)
* Wednesday (1:30pm – 4:30pm)
* Thursday (4pm – 6pm)
* Consensus on what kind of project to make and with which languages.
* HTML, CSS, JS, PHP
* Database (MySQL)

**Work done:**

* Ali took notes of everything discussed in our meeting.
* Mert pitched ideas for finding clients.
* Maxym and Ali reached out to potential clients.
* Maxym got a positive answer from potential client.
* The entire group searched on google maps for potential clients near school, workplace & home.

### Second Meeting

**Wednesday, February 1st, 2023**

**Attendance:**

* Ali
* Mert
* Maxym

**Decisions:**

* Maxym gave updates on the potential client.
* Ali gave updates on the potential client.
* Ali took notes for the meeting.
* Everyone updated each other on their part of the project and how far everyone progressed.

**Work done:**

* Maxym started talking to a potential client:
* Potential client named Marco who has a side business of selling custom computers and laptops on Instagram.
* Pitched our project to him and explained what our project is
* Ali started talking to a potential client:  
  - A friend who works in a barbershop but their business does not have a website.
* Explained and pitched the project
* Mert posted a Facebook listing and on freelance websites to attract potential clients.
* Mert also created email templates to send to clients.
* Created a GitHub repository.

### Third Meeting

**Friday, February 3, 2023**

**Attendance:**

* Ali
* Maxym
* Mert

**Decisions:**

* Everyone gave updates on their work.
* Ali took notes for the meeting.
* Decided on our client for the project.
* Marco (Maxym’s client) was chosen as the client since barbershop client didn’t work out.

**Work done:**

* Created a discord group with all team members
* Created a second group in discord with the client to communicate with him
* Created a rough draft of our main page, discussed web design for the website
* Spoke with the client in Discord and presented our rough draft to ask his input.
* Scheduled a first meeting with Marco for February 4th, 2023.

### Fourth Meeting

**Wednesday, February 8, 2023**

**Attendance:**

* Ali
* Maxym
* Mert

**Decisions:**

* Ali took notes for the meeting.
* Everyone gave updates on their work.
* Decided to start working on deliverable 1 now that we have found a client

**Work done:**

* Mert started working on deliverable 1.
* Ali started working on the Gantt chart for the deliverable 1 and project.
* Maxym had a meeting with the client and found out his needs for the project and what we need to focus on for the project to satisfy his request.

### Fifth Meeting

**Thursday, February 9, 2023**

**Attendance:**

* Ali
* Maxym
* Mert

**Decisions:**

* To finish most of deliverable 1 if not all by end of class

**Work done:**

* Mert and Maxym continued working on deliverable 1.
* Ali continued working on the Gantt chart for the deliverable and project.

### Sixth Meeting

**Monday, February 13, 2023**

**Attendance:**

* Ali
* Maxym
* Mert

**Decisions:**

* Ali was going to do the first team logbook.
* Team logbook would mainly be a task for the deliverable team leader.
* Review deliverable 1 before submitting.

**Work done:**

* Started working on the questions to be asked during the meeting.
* Set up a second meeting with Marco.

### Seventh Meeting

**Thursday, February 16, 2023**

**Attendance:**

* Ali
* Maxym
* Mert

**Decisions:**

* Ali would work on the first team logbook.
* Mert and Maxym would start looking through the deliverable 2 instructions.
* Maxym would give the team members their tasks for this deliverable 2.

**Work done:**

* Ali finished the team logbook.
* Mert and Maxym started working on their parts of the deliverable 2.

### Eight Meeting

**Friday, February 17, 2023**

**Attendance:**

* Ali
* Maxym
* Mert

**Decisions:**

* Maxym was going to work on the second team logbook.
* Maxym took notes for the meeting.
* Everyone gave an update on the progress of their tasks for the deliverable 2.
* We decided who would do the meeting with Marco for the questionnaire.

**Work done:**

* Everyone finished some parts of their tasks for the deliverable 2.
* Confirmed with Marco that the meeting will be March 20th, 2023.

### Ninth Meeting

**Wednesday, February 22, 2023**

**Attendance:**

* Ali
* Maxym
* Mert

**Decisions:**

* Maxym took notes for the meeting.
* Everyone would give an update on the progress of their tasks for the deliverable 2.
* Ali and Mert would work on the questionnaire.
* Maxym would work on the project presentation.

**Work done:**

* Ali presented the answers that Marco gave from the meeting that we set up.
* Ali and Mert finished the deliverable 2.
* Maxym finished the power point presentation.

### Tenth Meeting

**Friday, February 24, 2023**

**Attendance:**

* Ali
* Maxym
* Mert

**Decisions:**

* Maxym took notes for the meeting.
* We would start looking through the deliverable 3 instructions.
* Mert would give the team members their tasks for this deliverable 3.

**Work done:**

* We started working on our parts of the deliverable 3.

### Eleventh Meeting

**Wednesday, March 1, 2023**

**Attendance:**

* Ali
* Maxym
* Mert

**Decisions:**

* Maxym took notes for the meeting.
* Everyone gave an update on the progress of their tasks for the deliverable 3.

**Work done:**

* Everyone finished some parts of their tasks for the deliverable 3.

### Twelfth Meeting

**Wednesday, March 8, 2023**

**Attendance:**

* Maxym
* Mert

**Decisions:**

* Maxym took notes for the meeting.
* Mert and Maxym gave an update on the progress of their tasks for the deliverable 3.
* Ali was finished with his tasks for the deliverable 3 and went to a meeting with the client.

**Work done:**

* Mert and Maxym finished their tasks for the deliverable 3.