

In partial fulfillment of the requirement for
System Development
420-940-VA section 05808
Vanier College

Green Team Logbook

Deliverable 1

Team Leader:
Lei Wang

Team members:
We certify that we have contributed to this deliverable:



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Date of Submission:
September 14, 2022

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1st Meeting

THURSDAY, SEPTEMBER 01, 2022

AGENDA

TASK / ACTIVITY	TIME	STATUS
1. Getting to know team members	30 mins	Done
2. Discussed Project Ideas and went Through Deliverable 1	30 mins	Done
3. Discussed Potential Clients	1hr:00	Done
4. Break	30 mins	Done
5. Assigned task for deliverable 1	30 mins	Done
6. 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 what's 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

2nd Meeting

TUESDAY, SEPTEMBER 06, 2022

AGENDA

TASK / ACTIVITY	TIME	STATUS
1. Verify Checklist Deliverable 1	10 mins	Done
2. Presented Gantt 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 prospect

3rd Meeting

FRIDAY, SEPTEMBER 09, 2022

AGENDA

TASK / ACTIVITY	TIME	STATUS
1. Talk about prospects	1hr00mins	Done
2. Invited Professor to check our list of prospects	30mins	Done

3^d 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, **Sunday, September 11** (for EVERY team member):

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

LIST OF PROSPECTS

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 and their client scheduling are logged in a logbook.	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. 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
Depanneur (Bermet)	Grocery store	no database	Not need in our points
Restaurant Mikes (Bermet)	Restaurant		Work on a franchise
Optimum plus store (Bermet)	Furniture store	Customer service	Can't connect with owner, only with manager
Decoration Company (Lei)	Decoration	No database	waiting for appointment

4th meeting

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, **Sunday, September 12** (for EVERY team member):

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

LIST OF FINALIZED PROSPECTS

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 their 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 their 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.

5Th Meeting

MONDAY, SEPTEMBER 12

AGENDA

TASK / ACTIVITY	TIME	STATUS
Once prospect is approved -finish deliverable 1	1hr:30mins	Done
If no prospect is chosen -do more prospecting	NA	NA (Got an approved client)

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

DECISIONS

- Proceed in finishing Deliverable 1

PLANNING

For next meeting, **Tuesday, September 13** (for EVERY team member):

- Present Customer section part
- Present Gantt Chart
- Present Executive Overview

6th Meeting

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

7th Meeting

WEDNESDAY, SEPTEMBER 14

AGENDA

TASK / ACTIVITY	TIME	STATUS
Finalize Gantt Chart (Added Resources)	02hr:30	80% Done
Finalize Team Journal	20mins	Done

Meeting | Began at **9:30 AM** | Full attendance | Ended at **12:30 PM**

DECISIONS

- Level all resources in Gantt Chart
- Review team journal
- Have another meeting today if we won't finish the Gantt chart

PLANNING

For next meeting, **Thursday, September 15** (for EVERY team member):

Do final check for Deliverable 1
Start with Deliverable 2