

Vanier College
Faculty of Science and Technology
System Development
420-436-VA

Deliverable 01

Orange Team

Andy-Tason Nguyen-Chao

Christina Kallas

Kerian Loerick-Roger

Krikor Astour

Veaceslav Vlas

In collaboration with @leens_touch on Instagram

(Code from our eCommerce class will be used for certain features of this project)

We, the Orange Team, certify that this assignment is our own work

I, Andy-Tason Nguyen-Chao, student ID# 2071047, certify that I have contributed to this deliverable, A.T.N.C.

I, Christina Kallas, student ID# 1852930, certify that I have contributed to this deliverable, C.K.

I, Kerian Loerick-Roger, student ID# 2027071, certify that I have contributed to this deliverable, K.L-R.

I, Krikor Astour student ID# 1895033, certify that I have contributed to this deliverable, K.A.


I, Veaceslav Vlas, student ID# 1832605, certify that I have contributed to this deliverable, .

Table of contents

Table of contents	2
Executive Overview	3
Client/Sponsor	4
Team Organization	5
Meeting Schedule	5
Repositories	5
Communication	6
Synchronous Meetings	6
Areas of Responsibility	7
Contact Information	7
Client Contact	8
Reports	8
Project Plan	9

Executive Overview

The project being presented is a prototype eCommerce web application for a client. Our client, Leen Antoun, is a small business owner located in Montreal. She offers handmade and personalized items through embroidery. To achieve this eCommerce web application prototype, our team has to organize weekly meetings in-person (as seen in *Meeting Schedule*). In these meetings, team members will have to discuss the current status of the project, the planning, and the separation of tasks. Regular meetings with our client will also be part of the process to keep up with dynamic demands (changes) and to update the client with the evolution of the project. As of now, the main client contact for exchanging communication with the client is going to be Krikor Astour.

Our team will be using Microsoft Teams as our communication method. GitHub will act as our shared cloud storage/repository. As for our project planning, it will be tracked using our chart made on Microsoft Project detailing each task, its estimated work time, start/end dates, the sequencing, and their assigned members (see *Project Plan*).

As per the general project instructions, a new team leader will be assigned for each deliverable over the course of the semester. Each task will also be assigned while taking into account each team member's capacities and skills, however changes can be made due to external factors. Although responsibilities should be altered between each deliverable, a couple of them, such as the minutes reports as well as client communications, will remain the responsibility of a singular member throughout the project to keep clean and consistent notes of our progress as well as to make our client comfortable with communications.

Client/Sponsor

Our client's name is Leen Antoun, she is currently running a small gift shop on Instagram, Leen's Touch, where she provides customizable accessories. She can embroider names in any language on accessories, such as hats and bags. Her products are fully handmade and mainly target a female audience.

Our client does not have any computer/programming skills. She is a biochemist and an artist. Due to her being the only person in her small business, she will be the only one to run the web app we will make her.

Our client's main business problem is handling online transactions. She needs an eCommerce web application where customers can browse, place orders and complete purchases and transactions online instead of paying cash.



Team Organization

Meeting Schedule

The schedule we have set for ourselves goes as follows:

- Fridays 12:00 to 12:45 (At school - Mandatory)
- Wednesdays 12:00 to 12:45 (At school - Optional, if need for it arises)
- Whenever the course instructor allows (During class)

Sample agendas, pulled from our first and second minutes file are linked below.

First Meeting:

Task	Status	Time
Intro of the members	Finished	5 minutes
How will we communicate	Finished	1 minute
Types of potential customers	Finished	3 minutes
What Type of project	Finished	5 minutes
Technologies used	Finished	4 minutes
Meetings Times	Finished	3 minutes
Thinking of a client to cater to	Finished	17 minutes
What's next?	Finished	5 minutes
Tentative schedule for next meeting	Finished	1 minute

Second Meeting:

Task	Status	Time
Recap of last meeting	Finished	2 minutes
Finishing up the contact template	Completed	1 minutes
Settling in details what project/service we want to offer	Finished	10 minutes
Discussing what to do before the next meeting	Finished	5 minutes
What's next?	Finished	30 seconds
Tentative schedule for next meeting	Completed	2 minutes
<i>post-meeting</i> Discussing templates for certain app ideas	Completed	10 minutes

Repositories

Our team is set on working through GitHub and MS Teams. We have chosen Github because it is easier to share a multitude of file types and cohesively work on these files simultaneously with constant updates and details on those updates (commit titles and descriptions). The github repository is linked below.

- Github: https://github.com/DHay10/SystemDev_Project
- Below are our names next to our Github usernames:
 - Andy-Tason Nguyen-Chao: DHay10
 - Christina Kallas: ChristinaKs
 - Kerian Loerick-Roger: Kerian15
 - Krikor Astour: KrikorAstour
 - Veaceslav Vlas: Vlasslavic

Communication

Communications will be held exclusively through Microsoft Teams. This is a platform widely used in the college and was used for multiple online semesters. The team members of this assignment all agree it is a platform that is comfortable and easy to use. The policies we have set up go as follows:

- Follow the schedule
- Respect other team members:
 - Do not speak over someone else
 - Always allow someone to finish their thought process before beginning your own
 - Remain open minded, whether an idea presented is one you dislike or not
 - A consensus is preferred to divided votes
- No phone numbers will be shared within public documents for privacy concerns of certain members
- MS Teams link:
https://teams.microsoft.com/l/channel/19%3ard0tf7QrW_hpBayPOkxHKubaHggGjO_Od7uM5WMRLDE1%40thread.tacv2/General?groupId=84678e9c-8eb5-451a-97b5-d2988e72b098&tenantId=1128895a-e5ab-4c15-9f22-395ad8975d78

Synchronous Meetings

The schedule for synchronous meetings that include all team members is written above, in the *Meeting Schedule* portion of this document. We will be meeting in person, after class at school. It is this way because we all have a break in those hours and it prevents having to meet online or unnecessary travel during weekends to meet in person.

We will also have synchronous meetings with our client. These meetings will be managed based on when our client is available, when our main point of communication with her, Krikor, and whomever the team leader at that time is available. These meetings will then be asynchronously communicated with the rest of the team through MS Teams.

Areas of Responsibility

Although most responsibilities will be in rotation among the team members, a few responsibilities will remain the same throughout the entire project:

- Krikor Astour will remain the main contact point between our client and our team
The reasoning behind this staple in the team is to provide a certain form of comfort and stability for our client. Throughout the entire project, no matter who is the secondary member meeting with her, she will always have a familiar face among us.
- Christina Kallas will continuously be writing our minutes reports
We believe having consistent, cohesive notes, taken the same way every time will greatly help us stay organized.

The responsibilities we have decided to keep in rotations include, but are not limited to who the team leader is for each deliverable, who is the secondary contact point with our client.

- The team leader will change after each deliverable, and will be chosen by our instructor.
- We have decided that for each deliverable, the team leader should be the secondary contact point with our client. This ensures each team member will be able to be in that position at least once and that our team leader is always knowledgeable on what our client wants at any given time in the duration of this project.

Contact Information

Team members did not want to share their phone numbers due to privacy reasons (public github repository) therefore in the contact information sheet there will only be personal emails. The reasoning behind the personal emails choice as opposed to scholar emails is that these emails are more often checked than the scholar ones.

- Andy-Tason Nguyen-Chao: son-ta@hotmail.fr
- Christina Kallas: kallaschristina@gmail.com
- Kerian Loerick-Roger: Kerian@Loerick.com
- Krikor Astour: krikor.astour@gmail.com
- Veaceslav Vlas: vlasslavic@gmail.com

Client Contact

There will always be two contacts with the client: our main contact for the client will be Krikor, due to him being the one to have found and first contacted Mrs. Antoun and having one stable person keep contact with her might make her more comfortable than an ever changing cycle of five team members. The second contact will always be the team leader at the time. The reasoning behind having two contacts is so that one person may talk to our client, ask questions and gain needed information, the other person would take detailed notes for the rest of the team.

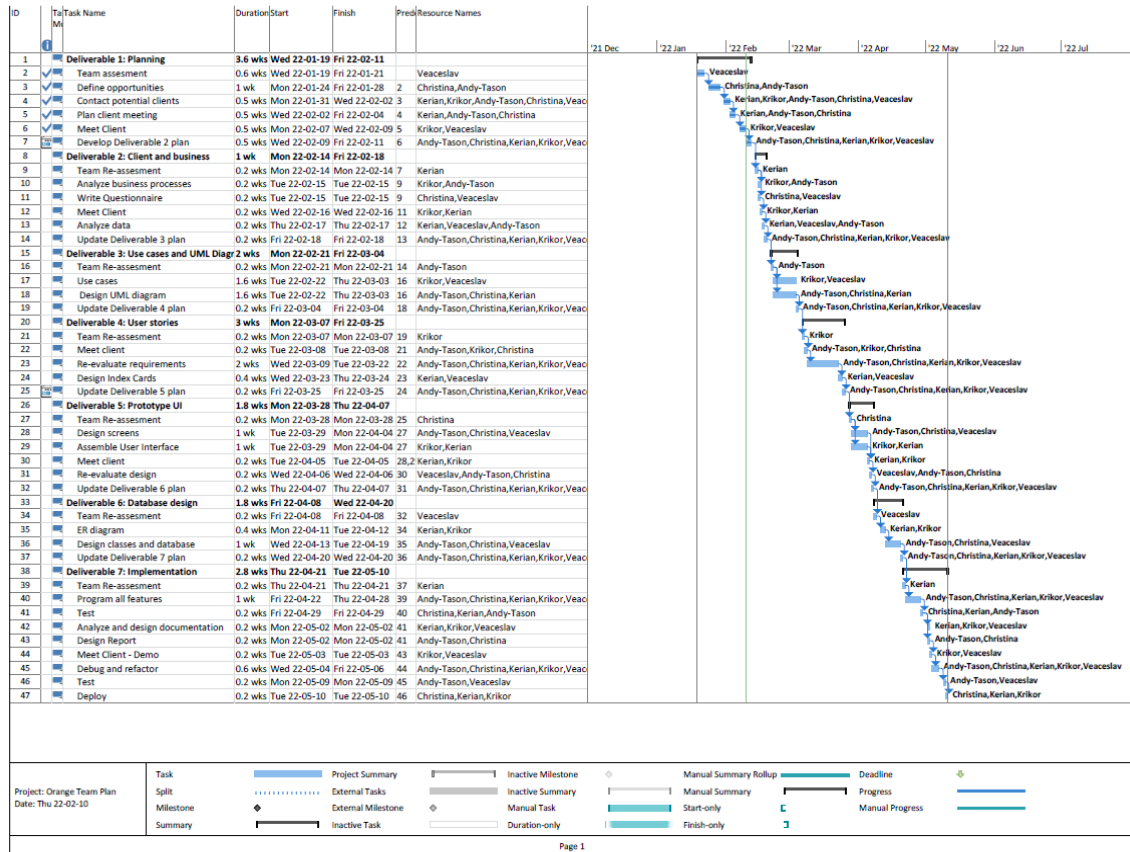
- Email: leenantoun98@gmail.com
- Instagram: https://www.instagram.com/leen_touch/

Reports

As a group, we have decided that the best way to proceed for any deliverable goes as follows:

- We will have a short meeting to divvy the work
- The team lead will ensure each member has done their part
- The team lead will also ensure each member has signed the document
- Andy-Tason Nguyen-Chao will review each deliverable and edit the layouts and designs
- Christina Kallas will review each deliverable for missing content as well as errors before sending it to the team lead
- The team lead will do one final review of the deliverable before allowing all team members to submit it

Project Plan



[Click here to obtain Project Plan in PDF](#)