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

Deliverable 01

Brown Team

Team Leader: Sadaf Zakria

Nabil Ramadan

Hibba Qaraman

Peter Isaac Fishman

*In collaboration with **Justin Eberwein***

Next Team Leader: Hibba Qaraman

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

I, Sadaf Zakria, [2151361], certify that I have contributed to this deliverable, S. Z.

I, Nabil Ramadan, [2195270], certify that I have contributed to this deliverable, N.R.

I, Hibba Qaraman, [1760010], certify that I have contributed to this deliverable, H.Q.

I, Peter Isaac Fishman, [1980427], certify that I have contributed to this deliverable, P.I.F.

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Executive Overview

The specific objectives of this project are to learn about project management, information and requirements gathering, data modeling, information-level design, user interface design, and prototyping. This project focuses on the development of a prototype database information system (the development project) and documentation about the process of building that system (the documentation project).

This project is a prototype scheduling web application for our client, Justin Eberwein, who is in short a personal health fitness coach, in need of a proper booking web application. (Please refer to the [Client/Sponsor](#) section). The following document summarizes our client's idea and the portion we will be contributing to as a team. It contains our project plan, method, or organization, as well as the responsibilities of each member.

One thing to note, for this project 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.

Client/Sponsor

Our client's name is Justin Eberwein, he is currently offering his services as a personal coach to people who are looking to improve their health and fitness lifestyle.

Our client does not have any computer/programming skills and sought advice from someone to create a portfolio website, aiming to showcase his services and enhance his visibility and online presence. Check out the portfolio website: <https://www.justbfitness.ca/en/>

Justin's main problem is that he needs a booking web application to manage his appointments and facilitate the booking process between him and his clients. Developing a booking application will reduce the time he spends on individually scheduling and coordinating appointments with his clients. The project may expand later depending on the client's needs.

Team Organization

Meeting Schedule

Our communication is heavily on Discord, however when tasks are divided and group consensus is needed, for simplicity we conduct in-person meetings.

The schedule we have set for in-person meetings is as follows:

- Monday 08:00 to 10:00
 - During class if given time/permission, room D241
 - Optional, if tasks need clarification, consensus
- Wednesday during UB 12:00 - 13:00
 - At school, STEM room
 - Optional, only if problems regarding the project have escalated and more time needs to be devoted to problem-solving.
- Whenever the course instructor allows (During class), else Discord - availability throughout the day + after school (24/7).

Sample entries, pulled from our Agenda are below(next page):

AGENDA

Meeting Times:

Lab classes: Monday 8:00 - 10:00 Room D241 + Wednesday during UB (12:00 - 13:00)

Team Leader Deliverable 1: Sadaf

Wednesday, August 23

TASK/ACTIVITY	TIME	STATUS
1. Introduction	5 min	DONE
2. Communication	5 min	DONE
3. Ideas about clients + finding potential clients	10 min	DONE
4. Setting up meetings	2 min	DONE

Meeting Started: 14:30 | Meeting Ended: 14:55 | Sadaf, Hibba, Nabil, Peter

Decisions:

- Discord used for communication <https://discord.gg/Zy377W7R>
- Meeting times:
 - During Lab classes: Monday 8:00 - 10:00 Room D241
 - After school online/in-person when necessary: Wednesday during UB (12:00 - 13:00)
- Github used for all word aside from journal
https://github.com/Nabil-Rn/System_Development_Project
- Looking through personal connections for clients (throughout the week + week-end)

Events:

- Created Team Journal, shared on Google Docs
- Alex will send a template LOVEEEEEEE

Planning

- Read Project guidelines EVERYONE
 - Come to next theory class with possible questions
- Start looking for potential clients
- Come up with unified proposal for potential clients

AGENDA

Thursday, August 24

TASK/ACTIVITY	TIME	STATUS
1. Discuss possible questions with Alex	10 min	DONE
2. Discuss updates for any possible clients	20 min	DONE
3. Review meeting times	15 min	DONE
4. Assigning roles	10 min	DONE

Meeting Started: 16:20 | Meeting Ended: 17:30 | Sadaf, Hibba, Nabil

Decisions:

- Meeting times were updated.
- Team Logbook will be the same document as team Agenda (this document) combine all agendas with cover letter

Events:

- Created Github repo.
- https://github.com/Nabil-Rn/System_Development_Project
- Assigned potential roles
- Verify Peter's client and commitment on the project
- Set tentative next meeting date

Planning

- Next meeting Monday 8:00 - 10:00 Lab Class room D241
- Updates from Sadaf and Peter on clients
- Nabil and Hibba updates on potential business clients
- Problem Proposals - Real life problems that we could help solve
 - Ex. traffic light... busy roads etc
- Work on a project plan that Alex will send.

Repositories

Our team is set on working through GitHub and Discord. 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.

- https://github.com/Nabil-Rn/System_Development_Project
- Below are our names next to our Github usernames:
 - Sadaf Zakria sadafzakria
 - Nabil Ramadan Nabil-rn
 - Hibba Qaraman hqara
 - Peter Isaac Fishman Peter Fishman

Communication

Communications will be held exclusively through a service called Discord. This is a platform that allows users to share documents, links, and messages easily.

All team members are expected to respect the following meeting policy.

Meeting Policy:

- Every team member should participate equally so that everyone is involved.
- Respect every team member's idea.
- Every team member is expected to be on time for the meeting.
- Each meeting will be scheduled in Team Agenda by the team leader.
- 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

Synchronous Meetings

Team

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, during and after class at school. It is this way because we all have a break in those hours and it prevents us from depending on online meetings or unnecessary travel during weekends to meet in person.

Client

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, Hibba, and whomever the team leader at that time is available. The mode of communication between the team and the client may vary depending on the specific requirements of the team at that time and our client's preferences. These meetings will then be asynchronously communicated with the rest of the team through Discord.

Areas of Responsibility

- Hibba Qaraman will remain the main contact point between our client and our team. We decided on this in order to not confuse the client and to provide a certain form of comfort and stability in terms of communication.
- The team leader at the time will be writing our minute reports. Since we have developed a template for our agendas, we believe everyone can follow the format and write the team logbooks accordingly.
- The team leader will change after each deliverable and will be chosen by our instructor.
- The team leader at that time will be assigned as a secondary contact point with Justin if it is necessary throughout the development of the project. This will allow everyone to experience professional contact with a real client.

Contact Information

The team heavily communicates through Discord, however, to share documents such as the team logbook, and agenda we rely on our personal emails.

- | | |
|-----------------------|--|
| ○ Sadaf Zakria | Email: szakria03@gmail.com
Discord: sadafzakria |
| ○ Nabil Ramadan | Email: nabilr619@gmail.com
Discord: dolphin_duck |
| ○ Hibba Qaraman | Email: garaman.hibba@gmail.com
Discord: stranger_beans |
| ○ Peter Isaac Fishman | Email: peterisaacfishman@gmail.com
Discord: reqedd |

Client Contact

There will be two contacts with Justin: Our main contact will be Hibba, given her being the one who has found the client through her personal connections and the team leader at the time if necessary throughout the development of the project.

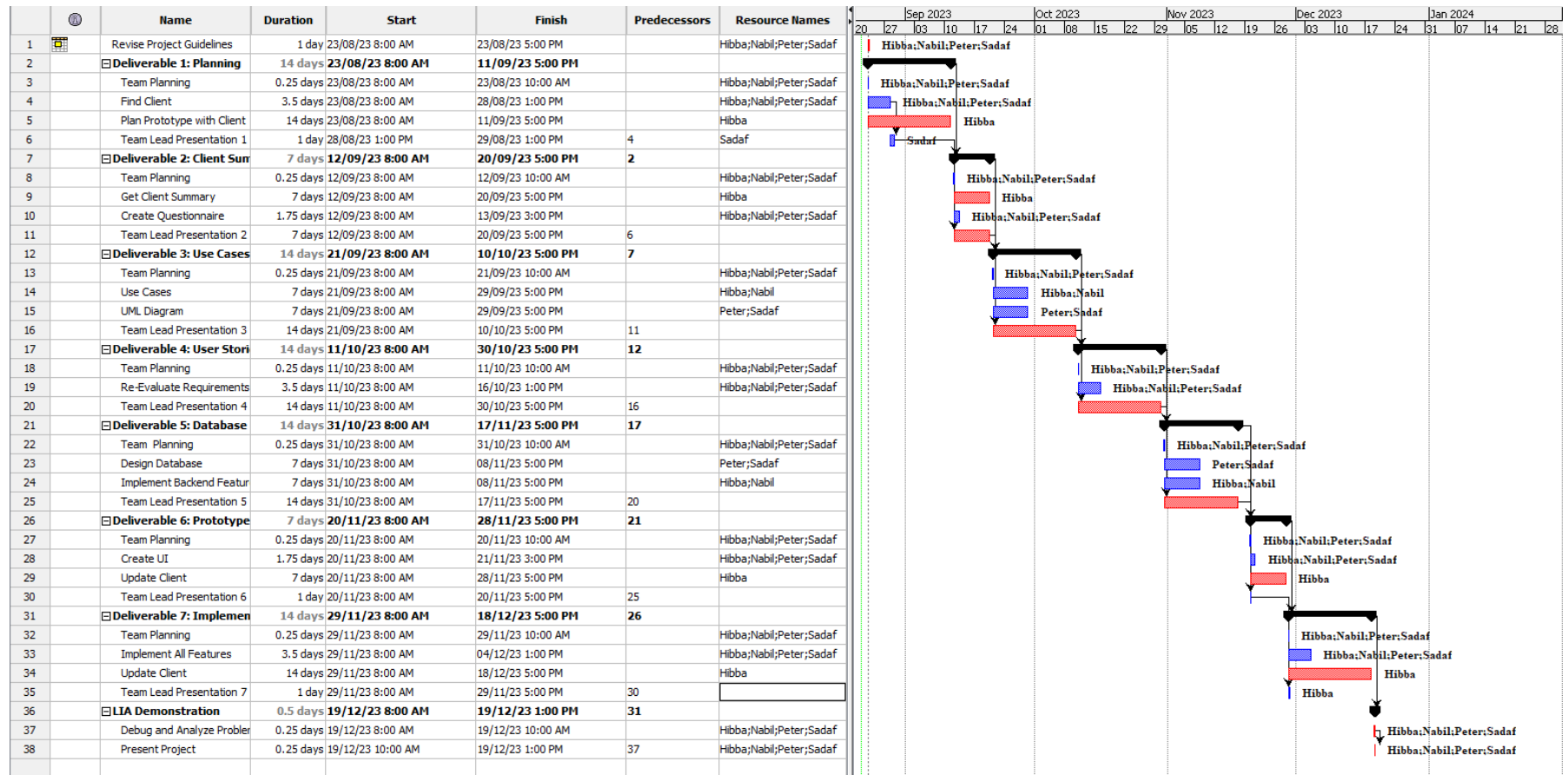
- Email: justin.eberwein@justbfitness.ca

Reports

When submitting reports, we will follow guidelines we set up to make sure everything we've done gets submitted properly:

- All deliverables and reports will be worked on together as a team. We will have certain tasks that each member must follow. All tasks will be looked at together and be split up equally.
- The team leader for each deliverable will verify whether or not all work has been completed, and that everyone did an adequate amount.
- The team leader for each deliverable will go over everything one last time to make sure that nothing is missing.
- The order for team leader on each deliverable will follow the order of names in the team list, starting with and following the order of Sadaf, Nabil, Hibba, and Peter. This order will keep rotating throughout the semester.

Project Plan



[Link to WBS and Gantt Chart & PDF Version](#)