**Team-D Sigma**

**Weekly or twice weekly team meetings**

* **September 09, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
* **September 12, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
* **September 14, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
  + Discussed roles and responsibilities of the team members.
  + Roughly discussed the logic behind the application.
  + Shared some most interesting ideas regarding project.
* **September 16, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
* **September 19, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
* **September 21, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
  + How professor will select the classes.
  + Maintain consistency between professor and administrator.
  + Calendar shows only selected classes.
  + Made changes with User Interface.
  + How to avoid collision between two classes of same professor.
  + How to display calendar with times and allocated classes.
  + Show allocated classes in colors.
* **September 23, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
* **September 26, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
* **September 28, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hal
  + Discussed User Interface.
  + Prepared mockups on paper.
  + Decided how to authenticate the administrator.
  + How it will be user friendly.
* **September 30, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
* **October 03, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
* **October 05, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
* **October 07, 2016** 05:00 PM – 08:00 PM (180 minutes) Colden Hall
  + Database Validation
  + Prepared Use cases diagram.
  + Size flexibility of the calendar.
  + How to create User Manual
  + Prepared Mockups prototypes.
* **October 13, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
* **October 20, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
* **October 24, 2016** 05:00 PM – 08:00 PM (180 minutes) Colden Hall
  + Worked on Use cases diagram.
  + Discussed on User Interface.
  + Discussed about calendar view.
  + Worked on Mockups prototypes.
  + Discussed about limiting number of users.
  + Discussed about time gap between classes if professor is teaching in more than 1 campus.
* **October 28, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
* **November 02, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
* **November 05, 2016** 05:00 PM – 08:00 PM (180 minutes) Colden Hall
  + Worked on Scope Management plan
  + Worked on Time Management plan
  + Worked on Cost Management plan
  + Worked on Quality Management plan
  + Worked on Issue Management plan
  + Worked on Risk Management plan.
  + Worked on Requirement Management plan.
  + Worked on Requirement Traceability matrix.
  + Worked on Communication plan.
* **November 07, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
* **November 11, 2016** 05:00 PM – 08:00 PM (180 minutes) Colden Hall
* **November 13, 2016** 09:00 AM – 11:00 AM (120 minutes) Colden Hall
* **November 15, 2016** 05:00 PM – 08:00 PM (180 minutes) Colden Hall
  + Worked on Project Management plan
  + Worked on Gantt Charts.
  + Worked on Risk mitigation strategies.
  + Worked on minutes of meeting.
  + Worked on test plan.
  + Worked on user manual.
  + Worked on client meeting.
  + Worked on Issue management plan and issue logs.
  + Discussed about database issues.