**Criterion B: Record of Tasks**

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| Date | Action | Detail | Comments | Criterion/Appendix | |
| June 2016 | Coming up with the idea | Client approached me with a persistent annoyance | Decided to use Visual Basic to develop an application that allows sales records to be input and stored on an Excel Spread sheet, in order to digitalise the paper based receipt method. | A |
| July 2016 | Discussion of proposal with CS teacher | Teacher agreed to idea and gave start-up guidance | Used teacher’s advice and made a rough timeline, which included deadlines for designing and programming the initially decided key features. | A, B | |
| August 2016 | Research | Client and I brainstormed various methods through which the application can make it quicker, easier and safer for employees to track sales records. | Researched about the initially decided key features and how to develop them in Visual Basics. Made a rough outline of the anticipated drawbacks with the current system and more features that can help tackle them. | A, Appendix | |
| Video-Conference | Client and I compiled our research work and discussed numerous probable features to be implemented in the application which would be beneﬁcial for the employees and the business. | Selected feasible features to be implemented in the application and planned on how to design and integrate the proposed features in form of input and output forms. | B, Appendix | |
| September 2016 | Deciding success criteria | Documented a list of comprehensive features, in order to transform the paper based system into a digitalised system, which can overcome issues with the old method. | After conferencing with client and our worked out solutions and designs. I documented the current issue and the proposed solution, and submitted the progress to my CS teacher. | A | |
| October 2016 | Developing design | Assembled all the conceptual sketches of screen layout. | Designed and placed all the user interface elements on spread sheet using Excel. | B, C, Appendix | |
| November 2016 | Video-Conference | Presented the design to the client and asked for opinions, then we discussed the plans for the working prototype with the revised version of the design. | Discussed the scope of improvements for the first design template. We decided to commence with the programming stage after which we scheduled our next conference date. | B, Appendix | |
| Consulted CS teacher | Asked for CS teacher for opinion, suggestion and guidance. I planned to implemented the feasible suggestions into the application | Implementation of the suggested features could make the application more sophisticated and powerful, in terms of the tasks it can conduct. | B, Appendix | |
| December 2016 | Requirements and Solutions updated | Feedback from client and CS teacher were compiled. | Minor changes were made to User-Interface to improve the ease-of-use and variety of the tasks the application can do. Common issues such as faulty lines of code were identified and resolved. | Appendix | |
| First prototype developed | - | - | C, D | |
| Worked on the feedback | - | - | C | |
| January 2016 | Second prototype developed | - | - | C, D | |
| Worked on the feedback | - | - | C | |
| February 2016 | Third and Final prototype developed | - | - | C, D | |
| March 2017 | Initiated testing | I had the application alpha tested as well as beta tested by my parents and CS teacher, allowing any flaws in the solutions to be exposed. | This step is crucial in order to ensure that all the original requirements are met and all bugs are identiﬁed and ﬁxed immediately. | Appendix | |
| Received final feedback | To present probable ideas for further development and more sophisticated functions. | I made a list of sophisticated features for long-term development, but was not feasible to implement, given the time to code. | E | |