



Collaborative Development – 5CS024

Final Individual Report

Event Rental Management System – Project Manager

Hamro Banquet.

Student Id: 2332244

Student Name: Naomi Thing

Group: L5CG4

Module Leader: Mr. Biraj Dulal

Tutor: Mr. Basudeo Shrestha

Submission Date: 20th May 2024.

Table of Contents

Self-appraisal form	1
Personal objectives – performance measurement	1
Collaboration Document	3
Evidence of good collaboration	3
Personal Development.....	3
Issue Tracking	4
Work on Deadlines	5
Appendix A.....	6
1. User Manual.....	6
1.1 User View	6
1.2. Admin View.....	10
2. Client Presentation.....	14
Appendix B.....	19
1. Project and People Management	19
1.1 Jira Software.....	19
1.2 Gantt Chart.....	20
1.3 Meeting Minutes.....	21
Appendix C.....	29
1. Google Chat for communication	29

Figure 1 Jira Issue	5
Figure 2 Backlog.....	19
Figure 3 Issue tracking in Jira.....	20
Figure 4 Gantt Chart 1.....	21
Figure 5 Gantt chart 2.....	21
Figure 6 Gantt Chart 3.....	21
Figure 7 Meeting minutes 1	22
Figure 8 Meeting Minute 1 appendix.....	23
Figure 9 Meeting minute 2	24
Figure 10 Meeting Minute 2 appendix.....	25
Figure 11 Meeting Minute 3	26
Figure 12 Meeting Minute 3 appendix.....	27
Figure 13 Meeting Minute 4.....	28
Figure 14 Meeting Minute 4 appendix.....	29
Figure 15 communication in google chats.....	30

Self-appraisal form.

Student number	2332244	Name	Naomi Thing
Project	Event Rental Management System	Date	20 th May, 2024.
Role	Project Manager	Team	Geeks (Group L5CG4)
Sprint (1 or 2)	2		

Personal objectives – performance measurement

Objectives	Evidence Provided	Evaluation <i>Student/Tutor</i>	
Project and People Management.	Being capable of leading teams and projects successfully is necessary for any project manager. Using tools like MS Excel for Gantt Chart and Jira Software for organized work has significantly increased my task performance efficiency for projects. With the increasing use of these platforms, workflow management became simpler, encouraging more effective collaboration and communication among team members. My leadership skills have improved because of my role as a project manager, which	7.5	

	<p>has been defined by constant learning and improvement in management.</p> <p>Link to the Project and People Management document: Project and People Management</p>		
<i>Tutor Feedback:</i>			
User Manual and Client Presentation.	<p>The user manual for a certain website serves as a guide for all users. I have created user guides for a variety of users to make their time on our website as convenient as possible.</p> <p>Link to User Manual: User Manual</p> <p>The last presentation I made was called Client Presentation, and it had details about our product as well as a few issues that it addressed and resolved. The purpose of creating the presentation was to show how the sprint progressed towards delivering the finished product.</p> <p>Link to Client Presentation: Client Presentation</p>	<p>7</p> <p>7</p>	
<i>Tutor Feedback:</i>			

Collaboration Document

Evidence of good collaboration

By holding frequent meetings—both in-person and virtually, using Google Mail (Gmail)—our team was able to create exceptional collaboration. Documented communication promoted accountability, and clear channels of contact allowed for prompt replies and criticism. To guarantee that everyone has access to the most recent changes, we made note of upgrading.

Personal Development

In my capacity as project manager, finishing Sprint 2 has greatly improved my organizational, problem-solving, and leadership abilities. Effective communication was essential for managing a diverse workforce, and I supported a collaborative environment by holding weekly review meetings and daily stand-ups. The team chemistry became more greater as a result of the constant communication that made sure everyone understood their roles and was in agreement with the sprint goals. By using Jira for task tracking and visual workflow management, I was able keep the project on track and efficiently manage the timetable, which enhanced my organizational abilities. I improved my decision-making skills by handling unexpected difficulties like technical problems with feature integration and design conflicts. Encouraging open communication and brainstorming sessions helped us come up with creative solutions and make decisions that were best for the project.

Additionally, by highlighting iterative development and continual improvement through retrospectives, the sprint reaffirmed the benefits of the agile methodology. By putting these retrospectives' feedback into practice, we were able to enhance our procedures and sprint after sprint efficiency. In addition to improving the project's quality, this iterative process helped the

team develop a culture of ongoing learning and adaptation. Furthermore, managing expectations and creating trust among stakeholders was achieved through frequent updates and open communication. I built a strong connection with the stakeholders by providing them with thorough progress reports and quickly attending to their concerns; this is essential to the project's success.

This experience made clear how important it is to be adaptive and flexible in order to maintain alignment with project goals while allowing for required modifications. I was able to rearrange plans and reorder duties without interfering with the team's productivity because I was flexible and willing to try new things. All things considered, Sprint 2 has been a time of significant progress, equipping me with the skills necessary to successfully lead projects in the future and creating a cooperative, flexible work atmosphere.

Issue Tracking

For our project to succeed in Sprint 2, Jira's issue tracking system for task management and real-time progress monitoring ,was used.. It was used to effectively generate and manage tasks, view project progress and collaborate. Our ability to set aside activities was enhanced by personalization choices and reporting tools, which also gave us valuable insights into team performance and project progress. Workflows were improved, information flow was ensured, and productivity was increased. All in all, Jira's extensive issue tracking played a major role in our project management success and sprint completion.

Type	Sprint	Key	Summary	Assignee	Reporter	Priority	Status	Resolution	Created	Updated	Due date
Task	EV Sprint 2	EV-31	Food Package Selection (Admin View Backend)	Jeevan Tamang	Naomi Thing	Medium	DEV COMPLETED	Unresolved	Apr 20, 2024	May 17, 2024	None
Task	EV Sprint 2	EV-29	Hall Selection (Admin View Backend)	Ishan Balami	Naomi Thing	Medium	DEV COMPLETED	Unresolved	Apr 20, 2024	May 20, 2024	None
Task	EV Sprint 2	EV-28	CRUD operation (Admin View Backend)	Ishan Balami	Naomi Thing	Medium	DEV COMPLETED	Unresolved	Apr 20, 2024	May 20, 2024	None
Task	EV Sprint 2	EV-27	Event Confirmation Page (Admin View Backend)	Ishan Balami	Naomi Thing	Medium	DEV COMPLETED	Unresolved	Apr 20, 2024	May 20, 2024	None
Task	EV Sprint 2	EV-26	Dashboard Page (Admin View Backend)	Jeevan Tamang	Naomi Thing	Medium	DEV COMPLETED	Unresolved	Apr 20, 2024	May 20, 2024	None
Task	EV Sprint 2	EV-25	Admin Login Page (Admin View Backend)	Jeevan Tamang	Naomi Thing	Medium	DONE	Unresolved	Apr 20, 2024	May 11, 2024	None
Task	EV Sprint 1	EV-24	Food Package Selection (Admin View Frontend)	Jeevan Tamang	Naomi Thing	Medium	RELEASE TO CLIENT	Unresolved	Apr 20, 2024	Apr 22, 2024	Apr 16, 2024
Task	EV Sprint 1	EV-23	Hall Selection (Admin View Frontend)	Ishan Balami	Naomi Thing	Medium	RELEASE TO CLIENT	Unresolved	Apr 20, 2024	Apr 21, 2024	Apr 16, 2024
Task	EV Sprint 2	EV-22	CRUD operation (Admin View Frontend)	Ishan Balami			APPLIED	Unresolved	Apr 20, 2024	May 20, 2024	None
Task	EV Sprint 2	EV-21	Event Confirmation Page (Admin View Frontend)	Ishan Balami			TO CLIENT	Unresolved	Apr 20, 2024	May 20, 2024	None
Task	EV Sprint 1	EV-20	Dashboard Page (Admin View Frontend)	Jeevan Tamang	Naomi Thing	Medium	RELEASE TO CLIENT	Unresolved	Apr 20, 2024	Apr 21, 2024	Apr 16, 2024
Task	EV Sprint 1	EV-19	Admin Login Page (Admin View Frontend)	Jeevan Tamang	Naomi Thing	Medium	RELEASE TO CLIENT	Unresolved	Apr 20, 2024	Apr 21, 2024	Apr 16, 2024
Task	EV Sprint 1	EV-18	Pricing and Checkout (User View Backend)	Ishan Balami	Naomi Thing	Medium	RELEASE TO CLIENT	Unresolved	Apr 20, 2024	Apr 21, 2024	Apr 16, 2024
Task	EV Sprint 1	EV-17	Food Package View and Selection (User View Backend)	Ishan Balami	Naomi Thing	Medium	RELEASE TO CLIENT	Unresolved	Apr 20, 2024	Apr 21, 2024	Apr 16, 2024
Task	EV Sprint 1	EV-16	Hall View and Selection (User View Backend)	Sujan Shrestha	Naomi Thing	Medium	RELEASE TO CLIENT	Unresolved	Apr 20, 2024	Apr 21, 2024	Apr 16, 2024
Task	EV Sprint 1	EV-15	Check Availability (User View Backend)	Sujan Shrestha	Naomi Thing	Medium	RELEASE TO CLIENT	Unresolved	Apr 20, 2024	Apr 21, 2024	Apr 16, 2024

Figure 1 Jira Issue

Work on Deadlines

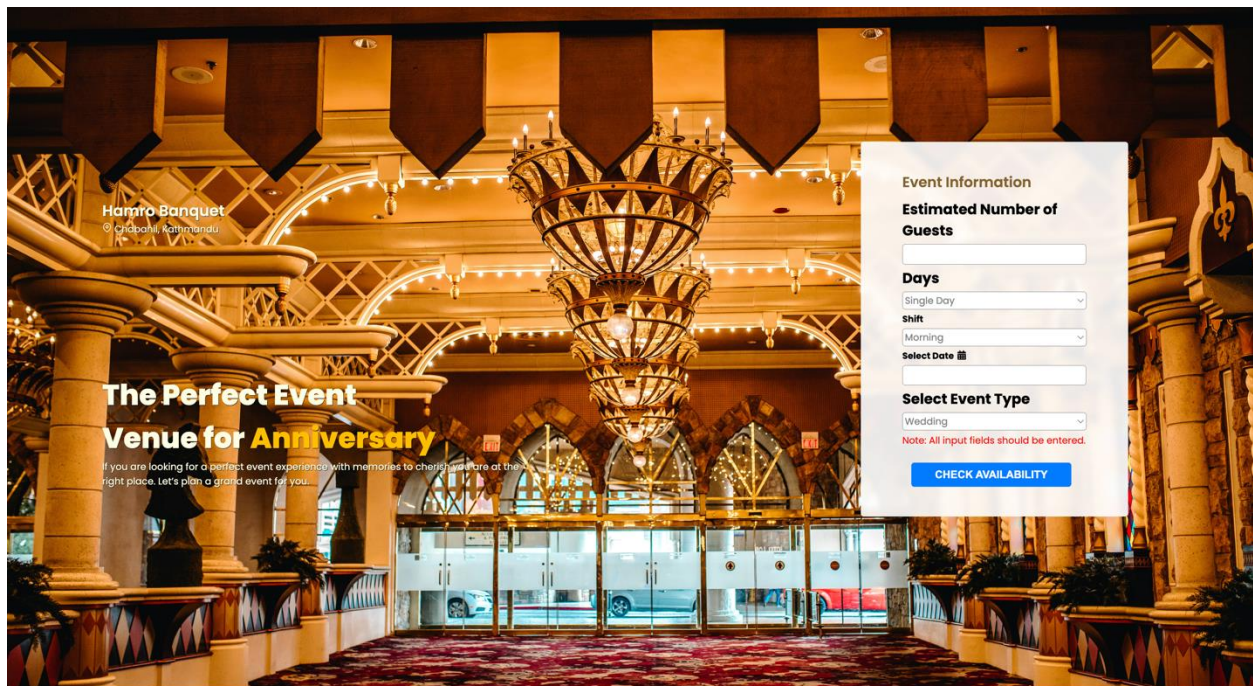
For a project to be successfully managed, deadline fulfilment is essential. This calls for precise planning, sensible setting priorities, and good communication. We set and monitored deadlines for each task during Sprint 2 using Jira and Gantt charts to make sure everything was finished on time. The team remained accountable and focused by assigning priority to important tasks and providing frequent updates on their progress. We were able to adjust to unanticipated difficulties and maintain the project schedule because to our flexibility. We were able to meet deadlines with efficiency thanks to regular reflection and process improvement, which eventually helped us finish the sprint successfully.

Appendix A

1. User Manual

1.1 User View

When the user visits the website for the first time, they are led to the landing page shown below.



In the landing page, they are supposed to fill the availability box to check availability for bookings.

The image shows a landing page for 'Hamro Banquet'. The background is a photograph of a grand, ornate hall with high ceilings, large columns, and a large chandelier. The text 'Hamro Banquet' is visible in the top left corner. The main heading is 'The Perfect Event Venue for Reception'. Below this, there is a subheading: 'If you are looking for a perfect event experience with memories to cherish, you are at the right place. Let's plan a grand event for you...'. On the right side, there is a white overlay form titled 'Event Information'. The form contains the following fields: 'Estimated Number of Guests' (with a value of 500), 'Days' (with a dropdown menu showing 'Multiple Days'), 'Start Date' (with a value of 05/22/2024), 'End Date' (with a value of 05/25/2024), and 'Select Event Type' (with a dropdown menu showing 'Birthday'). At the bottom of the form is a blue button labeled 'CHECK AVAILABILITY'.

After, filling up informations, they are directed to the page where they can select halls for their special event.

Book a Venue

Home

Hall Selection



Hall Kathmandu

Capacity: 600 - 1100
Price per Shift: 70000
Price per Day: 140000

Hall will be unavailable for the date: 5/10/2024 to 5/14/2024

SELECT

VIEW HALL



Hall Bhaktapur

Capacity: 450 - 800
Price per Shift: 64000
Price per Day: 128000

Hall will be unavailable for the date: 5/16/2024
Hall will be unavailable for the date: 5/8/2024 to 5/16/2024

SELECT

VIEW HALL



Hall Patan

Capacity: 200 - 500
Price per Shift: 55000
Price per Day: 110000

SELECT

VIEW HALL

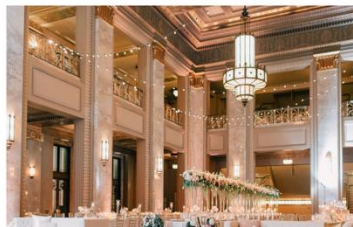


Hall Kritipur

Hall Kathmandu

Capacity 600-1100

Events: Wedding, Anniversary, Engagement, Bartamanda, Reception.



After, selecting specific halls, they are then directed to buffet selection page where they can select their choice of food packages.

Book a Venue

Back

Hall Selection / Buffet Selection



Gold Package

Per Person Rs. 3400

SELECT

VIEW MENU



Platinum Package

Per Person Rs. 2800

SELECT

VIEW MENU



Silver Package

Per Person Rs. 2200

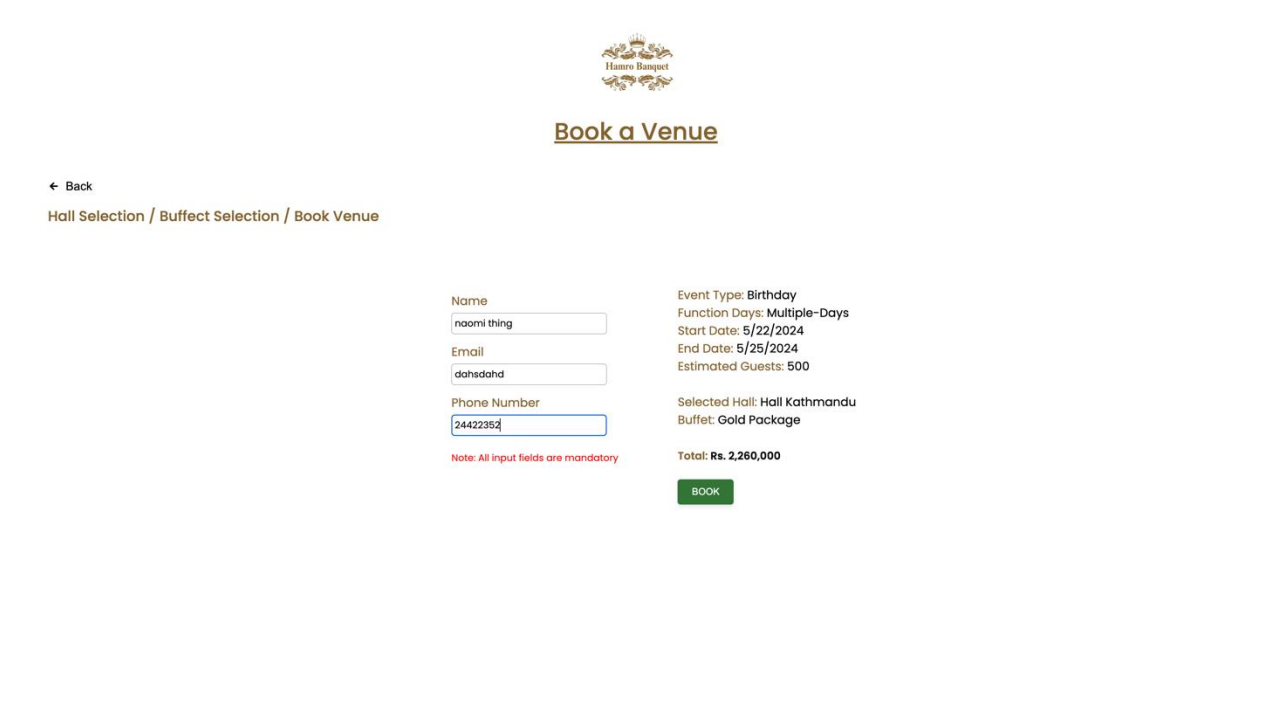
SELECT


VIEW MENU

Package Menu (Gold Package)

Mustang Aloo
Badam Sandeko
Paneer Chilly
Chicken Ball
Chicken Chholla
Chicken Nuggets
Chicken Chilly
Mushroom Sandeko
Crispy Paneer
Fish Finger
Masala Pulao
Butter Naan
Rajma Masala
Paneer Butter Masala
Saag
Chicken Curry
Chicken Tikka

Now, this page shows that the user have selected all required halls, buffet, and date. Then, this page shows that they have to fill up the fields with their personal information for final booking so the staffs can contact them afterwards.

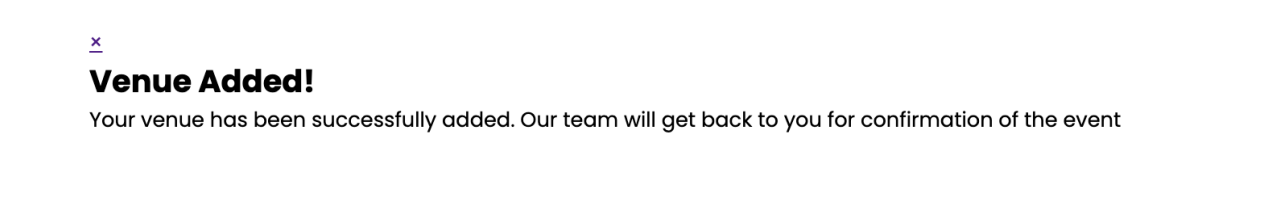




Book a Venue

[← Back](#)
[Hall Selection](#) / [Buffet Selection](#) / [Book Venue](#)

Name	Event Type: Birthday
<input type="text" value="naomi thing"/>	Function Days: Multiple-Days
Email	Start Date: 5/22/2024
<input type="text" value="dahsdahd"/>	End Date: 5/25/2024
Phone Number	Estimated Guests: 500
<input type="text" value="24422352"/>	Selected Hall: Hall Kathmandu
	Buffet: Gold Package
<small>Note: All input fields are mandatory</small>	Total: Rs. 2,260,000
	<input type="button" value="BOOK"/>

This image shows that the booking is successful.




Venue Added!
Your venue has been successfully added. Our team will get back to you for confirmation of the event

1.2. Admin View

Admins can login to their admin dashboard where they can manage users and their informations.



Username

Password

LOGIN

After the page is logged in, admin can accept the requests from the users and also perform CRUD operations.

Dashboard

Customers

Banquet Halls

Package Menu

Logout

Hamro Banquet Dashboard

Welcome Admin,

Newly Added Events

Name	Contact Number	Price	Event Type	Hall Name	Estimated Guests	Days	Booked Date	Actions	
basudeo	9856043587	Rs. 5104000	Reception	Hall Bhaktapur	1200	Multiple-Days	05/08/2024 to 05/15/2024	ACCEPT	DECLINE
naomi thing	24422352	Rs. 2260000	Birthday	Hall Kathmandu	500	Multiple-Days	05/22/2024 to 05/25/2024	ACCEPT	DECLINE

Accepted the requests from the users.

Dashboard

Customers

Banquet Halls

Package Menu

Logout

Hamro Banquet Dashboard

Welcome Admin,

Newly Added Events

Name	Contact Number	Price	Event Type	Hall Name	Estimated Guests	Days	Booked Date	Actions
No data to show								

We can also delete user informations.

<div>Dashboard</div> <div>Customers</div> <div>Banquet Halls</div> <div>Package Menu</div> <div>Logout</div>	Customers								
	Newly Added Events Customer Data								
	Name	Contact Number	Price	Event Type	Hall Name	Estimated Guests	Days	Booked Date	Actions
	Sujan Shrestha	9808000574	Rs. 4100000	Wedding	Hall Kathmandu	1000	Multiple-Days	05/10/2024 to 05/14/2024	<div><div></div><div></div></div>
	Naomi Thing	9808134477	Rs. 2444000	Wedding	Hall Bhaktapur	700	Single-Day	05/16/2024	<div><div></div><div></div></div>
	naomi thing	24422352	Rs. 2260000	Birthday	Hall Kathmandu	500	Multiple-Days	05/22/2024 to 05/25/2024	<div><div></div><div></div></div>


User deleted.

<div>Dashboard</div> <div>Customers</div> <div>Banquet Halls</div> <div>Package Menu</div> <div>Logout</div>	Customers								
	Newly Added Events Customer Data								
	Name	Contact Number	Price	Event Type	Hall Name	Estimated Guests	Days	Booked Date	Actions
	Sujan Shrestha	9808000574	Rs. 4100000	Wedding	Hall Kathmandu	1000	Multiple-Days	05/10/2024 to 05/14/2024	<div><div></div><div></div></div>
	Naomi Thing	9808134477	Rs. 2444000	Wedding	Hall Bhaktapur	700	Single-Day	05/16/2024	<div><div></div><div></div></div>

We can add, edit, and delete event halls.


Banquet Halls

[+ Add Hall](#)




Hall Kathmandu
Capacity: 600 - 1100
Price per Shift: 70000
Price per Day: 140000

[Edit](#) [Delete](#)




Hall Bhaktapur
Capacity: 450 - 800
Price per Shift: 64000
Price per Day: 128000

[Edit](#) [Delete](#)



Hall Patan
Capacity: 200 - 500
Price per Shift: 55000
Price per Day: 110000

[Edit](#) [Delete](#)




Hall Kritipur
Capacity: 150 - 400
Price per Shift: 50000
Price per Day: 100000

[Edit](#) [Delete](#)


Banquet Halls

[+ Add Hall](#)




Hall Kathmandu
Capacity: 600 - 1100
Price per Shift: 70000
Price per Day: 140000

[Edit](#) [Delete](#)




Hall Bhaktapur
Capacity: 450 - 800
Price per Shift: 64000
Price per Day: 128000

[Edit](#) [Delete](#)



Hall Patan
Capacity: 200 - 500
Price per Shift: 55000
Price per Day: 110000

[Edit](#) [Delete](#)



Hall Kritipur
Capacity: 150 - 400
Price per Shift: 50000
Price per Day: 100000

[Edit](#) [Delete](#)

Edit Hall ×

Hall Name

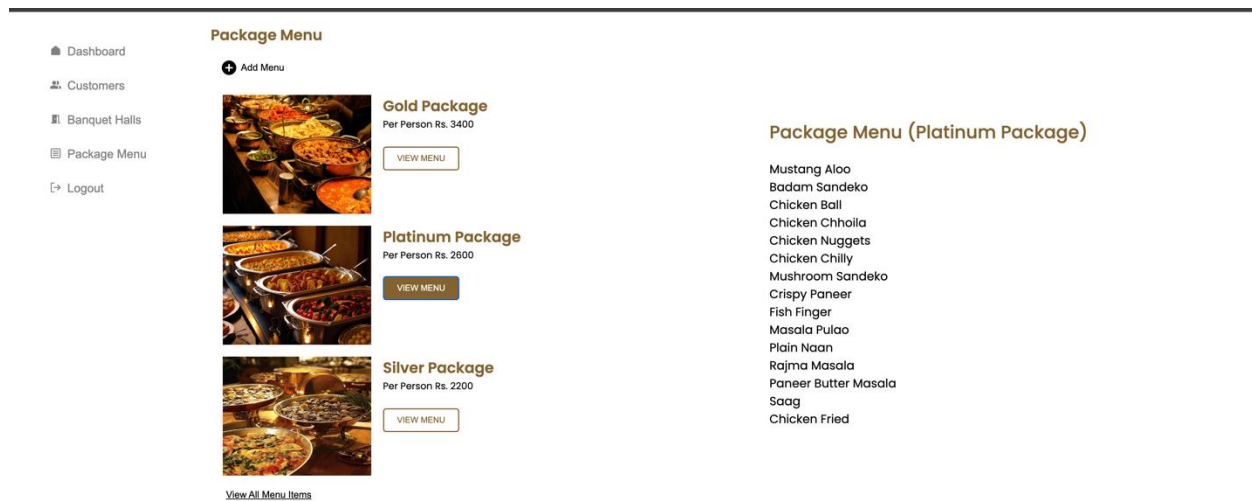
Min Capacity: Max Capacity:

Price Per Shift

Price Per Day

[Edit Hall](#)

We can view event food packages.



2. Client Presentation

You display your finished product at the client presentation, during which your client will review the entire work and offer input. We have to identify the issue that our solution attempts to solve as well, so the client presentation is about more than just that. The benefit the client could receive from using our product must also be included in the presentation. The customer was effectively provided with an Event Rental Management System to support the presentation. The presentation slides have been added to the same paragraph as follows:



Event Rental Management System

Agendas

- Project Overview
- Team Members
- Project Timeline
- Project Features
- Project Methodology
- Deliverables
- Future Enhancement

Team Members

- Project Manager: Naomi Thing
- Business Analyst: Ujjwal Bhardwaj Singh
- Developer: Sujana Shrestha
- Developer: Jeevan Tamang
- Developer: Ishan Balami

Project Overview

Event Rental Management System

- The project acts as a medium to rent the booking halls for events through ease.
- Onto the traditional approach where people had to visit the venue, instead it is made easy with online bookings.

Project Features

- Event Booking
- Event Management
- Users Management
- Inventory Management

Project Methodology

Methodology Used:

- Scrum

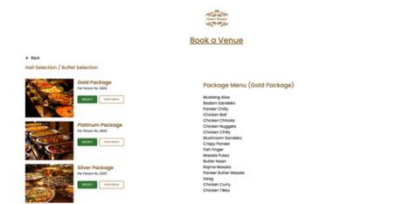
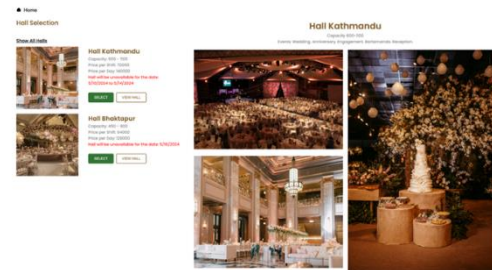
Sprint Duration

- Sprint I - 3rd April-30th April
- Sprint II - 17th April - 15th May

Sprint Planning

For the overall sprint, we planned the overall project, according to the priority and requirements of the client. Tasks were categorized according to business analyst.

Deliverables



Future Enhancements

- Mobile Application for event rental management system
- Online Payment Processing

Appendix B

1. Project and People Management

1.1 Jira Software

Using Jira software helped us manage our team and project efficiently as we developed the Event Rental Management System. We were able to delegate work to team members with ease, prioritise projects, and properly manage our backlog thanks to its agile board. Jira made sure that everyone understood the project's goals by providing clear acceptance criteria and thorough task descriptions. Real-time progress monitoring and sprint planning are two more elements that increased our output and openness. Screenshots of our Jira backlog demonstrate the well-organized structure and thorough job details that made our project successful.

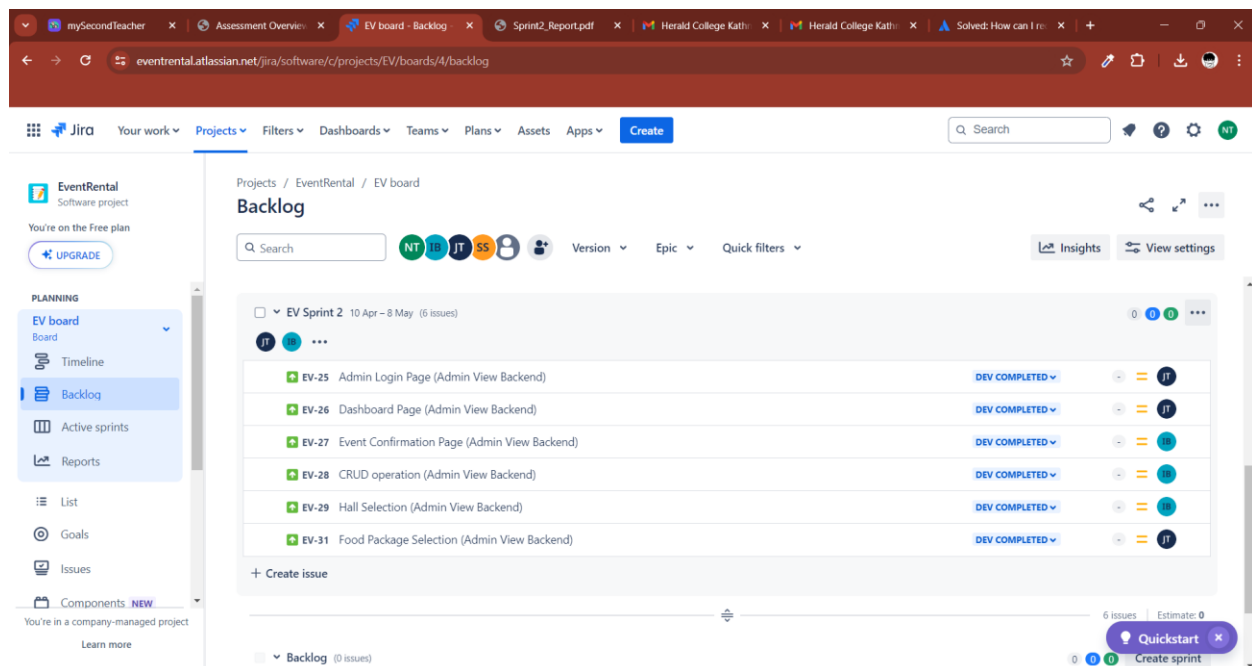


Figure 2 Backlog

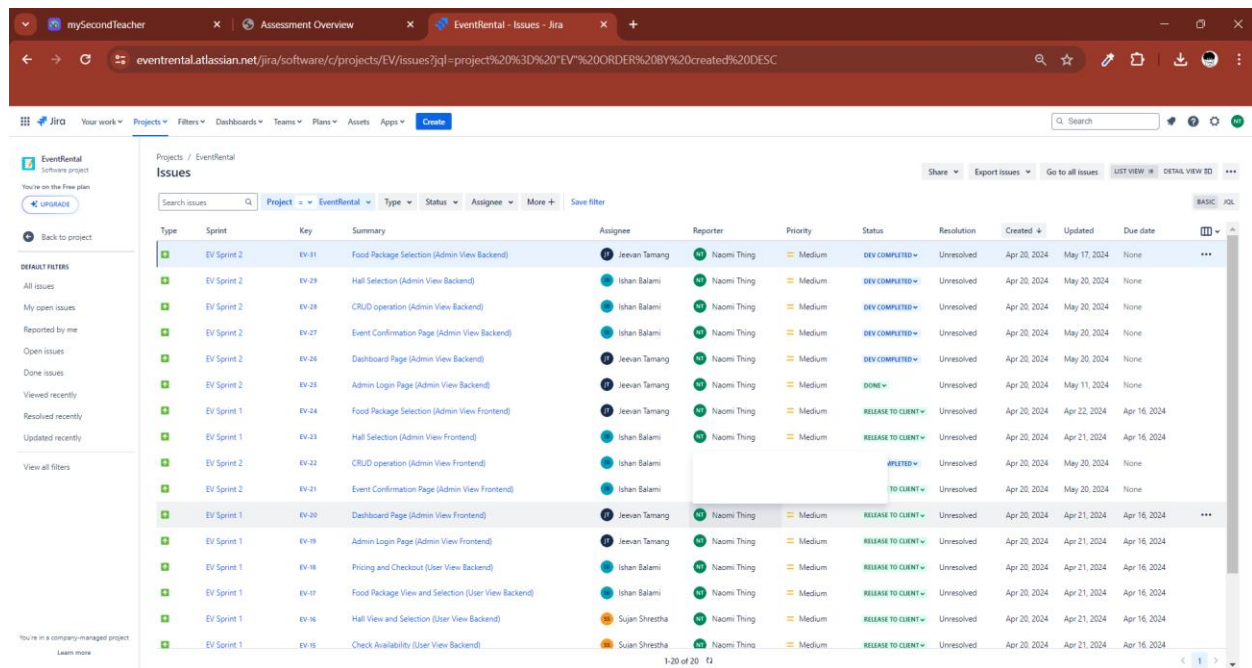


Figure 3 Issue tracking in Jira

1.2 Gantt Chart

For the purpose of controlling and visualising project timelines for the creation of the Event Rental Management System, the use of Gantt charts was essential. The Gantt chart offered a clear perspective of project milestones, tasks, and dependencies because to its user-friendly layout. This made it possible for us to monitor our progress, anticipate bottlenecks or delays, and plan and distribute resources efficiently. We made sure the project kept on track and that milestones were met on time by consistently updating the Gantt chart with task statuses and deadlines. In the end, the Gantt chart helped our team communicate and coordinate effectively, which was crucial to the project's successful completion.

Project Event Rental

Naomi Thing

Project lead

Project start: Mon, 3/11/2024

Display week: 1

SIMPLE GANTT CHART by Vertex42.com
https://www.vertex42.com/ExcelTemplates/simple-gantt-chart.html

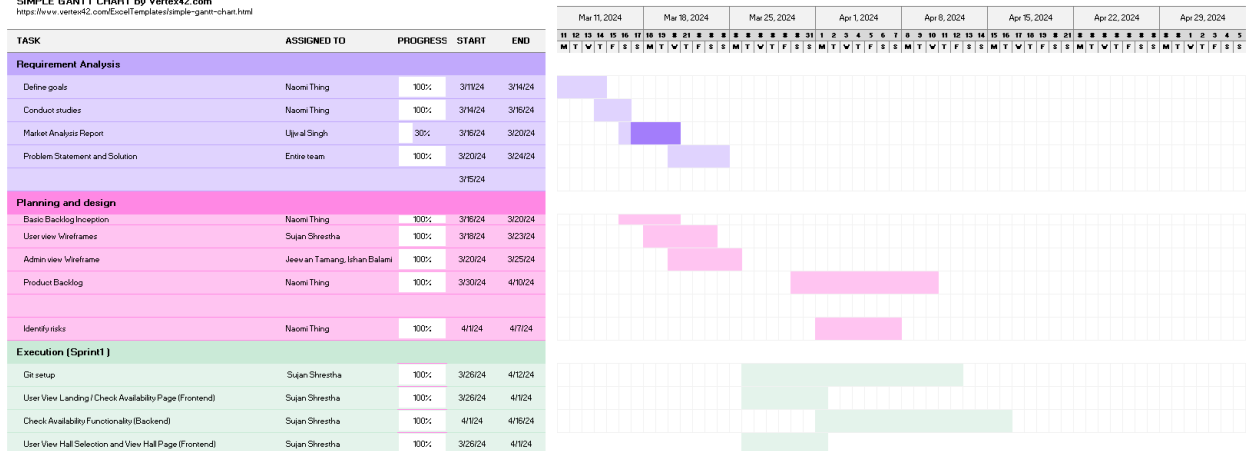


Figure 4 Gantt Chart 1

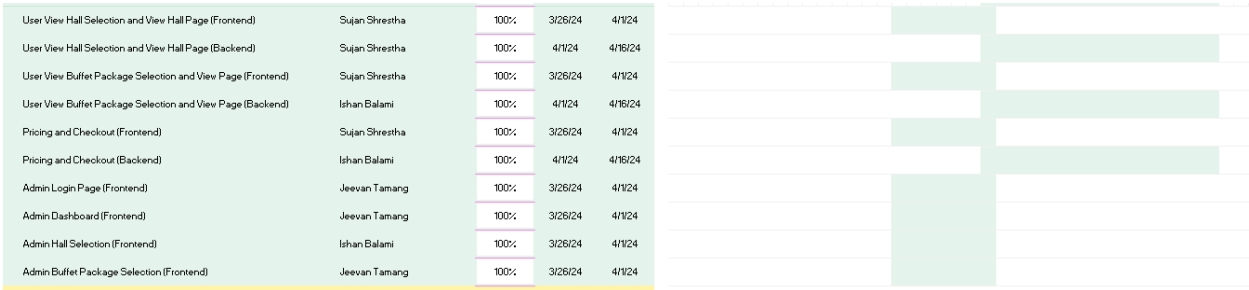


Figure 5 Gantt chart 2

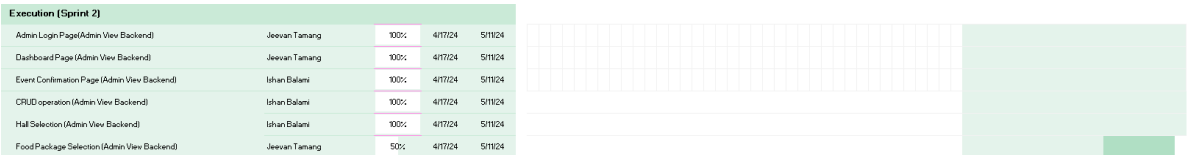


Figure 6 Gantt Chart 3

1.3 Meeting Minutes

Week 1 Meeting Minutes

Meeting Minute

Meeting number: 1

Location: Virtual Meeting

Date: 17th april, 2024

Time: 9:00 pm – 9:45 pm

Attendees: Naomi, Sujan, Jeevan, Ishan, Ujjwal

Discussion points:

- Review of backlog items for Sprint 2.
- Prioritization of tasks based on client requirements and project goals.

Task list	Owner(s)	Deadline	Status
Admin Login Page (Admin View Backend)	Jeevan	17/04/2024	11/05/2024
Dashboard Page (Admin View Backend)	Jeevan	17/04/2024	11/05/2024
Event Confirmation Page (Admin View Backend)	Ishan	17/04/2024	11/05/2024
CRUD operation (Admin View Backend)	Ishan	17/04/2024	11/05/2024
Hall Selection (Admin View Backend)	Ishan	17/04/2024	11/05/2024
Food Package Selection (Admin View Backend)	Jeevan	17/04/2024	11/05/2024

Attendance

Role	Name	Signature
Developer	Sujan	P
Developer	Jeevan	p
Developer	Ishan	P
Project Manager	Naomi	P
Business Analyst	Ujjwal	p

Plan for Next Meeting:

- Finalize sprint plan and create a detailed sprint backlog.
- Schedule regular check-ins and daily stand-up meetings for progress updates.

Appendix:

Figure 7 Meeting minutes 1



Figure 8 Meeting Minute 1 appendix

Week 2 Meeting Minutes

Meeting Minute

Meeting number: 2

Location: Virtual Meeting

Date: 20th April, 2024

Time: 9:00 pm – 10:05 pm

Attendees: Naomi, Sujan, Jeevan, Ishan, Ujjwal

Discussion points:

- Status update on tasks completed halfway through Sprint 2.
- Discussion on adjustments needed to meet sprint goals.

Task list	Owner(s)	Deadline	Status
Admin Login Page (Admin View Backend)	Jeevan	17/04/2024	11/05/2024
Dashboard Page (Admin View Backend)	Jeevan	17/04/2024	11/05/2024
Event Confirmation Page (Admin View Backend)	Ishan	17/04/2024	11/05/2024
CRUD operation (Admin View Backend)	Ishan	17/04/2024	11/05/2024
Hall Selection (Admin View Backend)	Ishan	17/04/2024	11/05/2024
Food Package Selection (Admin View Backend)	Jeevan	17/04/2024	11/05/2024

Attendance

Role	Name	Signature
Developer	Sujan	P
Developer	Jeevan	p
Developer	Ishan	P
Project Manager	Naomi	P
Business Analyst	Ujjwal	p

Plan for Next Meeting:

- Continue sprint execution with a focus on addressing identified challenges.
- Plan for sprint review and retrospective.

Appendix:

Figure 9 Meeting minute 2

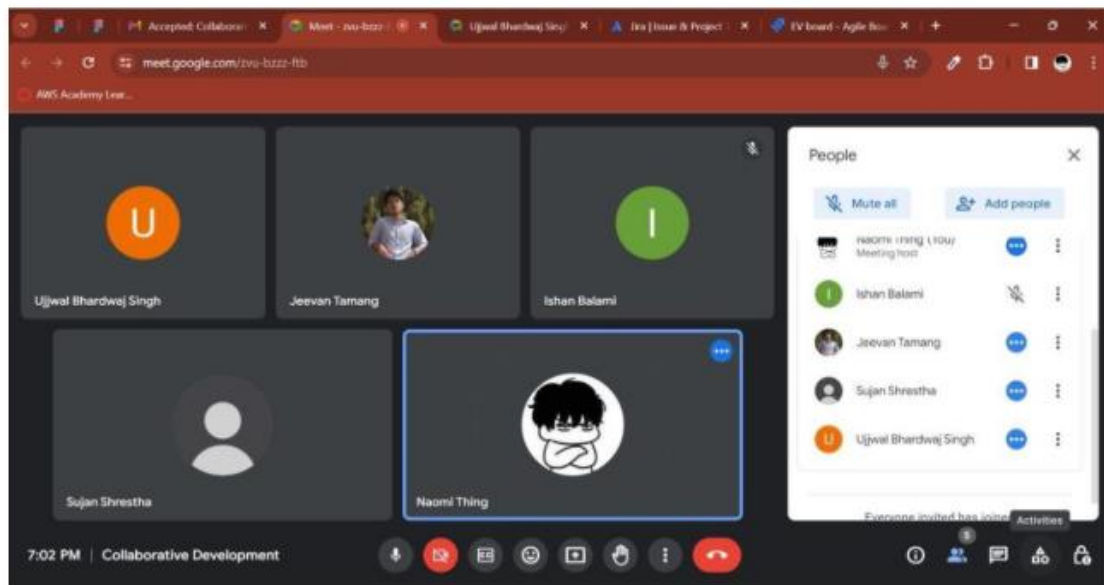


Figure 10 Meeting Minute 2 appendix

Week 3 Meeting Minutes

Meeting Minute

Meeting number: 3

Location: Virtual Meeting

Date: 25 April, 2024

Time: 7:00 – 8: 00 pm

Attendees: Naomi, Sujan, Jeevan, Ishan, Ujjwal

Discussion points:

- Review of completed tasks and deliverables for Sprint 2.
- Discussion on what went well and areas for improvement.

Task list	Owner(s)	Deadline	Status
Admin Login Page (Admin View Backend)	Jeevan	17/04/2024	11/05/2024
Dashboard Page (Admin View Backend)	Jeevan	17/04/2024	11/05/2024
Event Confirmation Page (Admin View Backend)	Ishan	17/04/2024	11/05/2024
CRUD operation (Admin View Backend)	Ishan	17/04/2024	11/05/2024
Hall Selection (Admin View Backend)	Ishan	17/04/2024	11/05/2024
Food Package Selection (Admin View Backend)	Jeevan	17/04/2024	11/05/2024

Attendance

Role	Name	Signature
Developer	Sujan	P
Developer	Jeevan	p
Developer	Ishan	P
Project Manager	Naomi	P
Business Analyst	Ujjwal	p

Plan for Next Meeting:

- Assign tasks for addressing identified improvements.

Appendix:

Figure 11 Meeting Minute 3

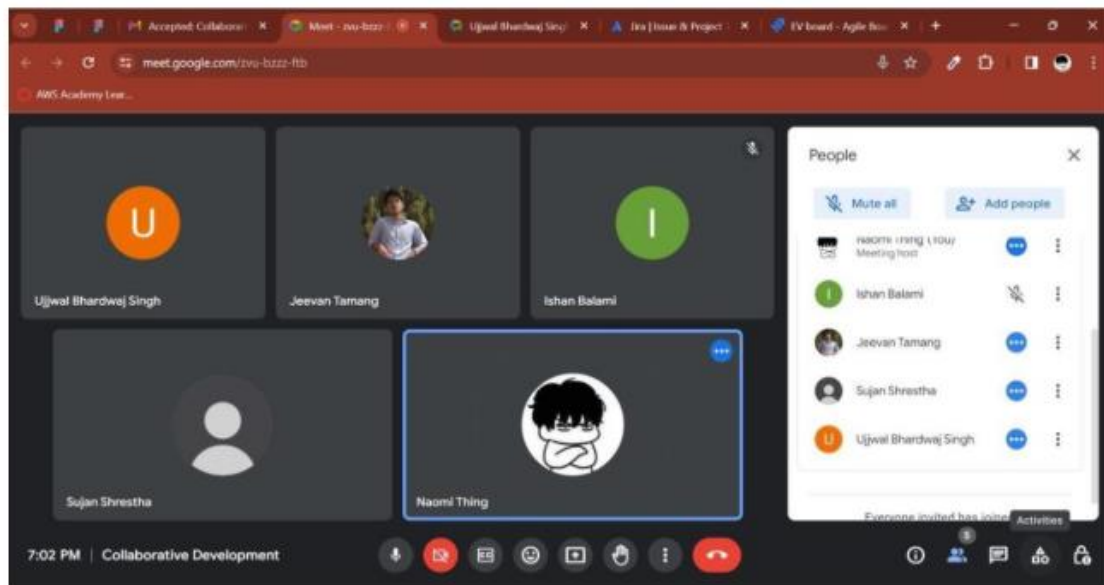


Figure 12 Meeting Minute 3 appendix

Week 4 Meeting Minutes

Meeting Minute

Meeting number: 4

Location: Virtual Meeting

Date: 16 May, 2024

Time: 6:00- 7:45 pm

Attendees: Naomi, Sujan, Jeevan, Ishan, Ujjwal

Discussion points:

- **Checking progress of works.**
- **Discussing for testing.**

Task list	Owner(s)	Deadline	Status
Admin Login Page (Admin View Backend)	Jeevan	17/04/2024	11/05/2024
Dashboard Page (Admin View Backend)	Jeevan	17/04/2024	11/05/2024
Event Confirmation Page (Admin View Backend)	Ishan	17/04/2024	11/05/2024
CRUD operation (Admin View Backend)	Ishan	17/04/2024	11/05/2024
Hall Selection (Admin View Backend)	Ishan	17/04/2024	11/05/2024
Food Package Selection (Admin View Backend)	Jeevan	17/04/2024	11/05/2024

Attendance

Role	Name	Signature
Developer	Sujan	P
Developer	Jeevan	p
Developer	Ishan	P
Project Manager	Naomi	P
Business Analyst	Ujjwal	p

Appendix:

Figure 13 Meeting Minute 4



Figure 14 Meeting Minute 4 appendix

Appendix C

1. Google Chat for communication

Our preferred tool for in-the-moment communication and teamwork was Google Chat. Team members could effortlessly connect, exchange papers, and set up meetings all within the same interface thanks to its instant messaging features and easy integration with Google Workspace. Team members may remain in touch and responsive from any location thanks to mobile accessibility and well-organized interactions maintained through rooms and threads. All things considered, Google Chat improved teamwork by promoting effective communication, enabling prompt decision-making, and simplifying project management procedures.

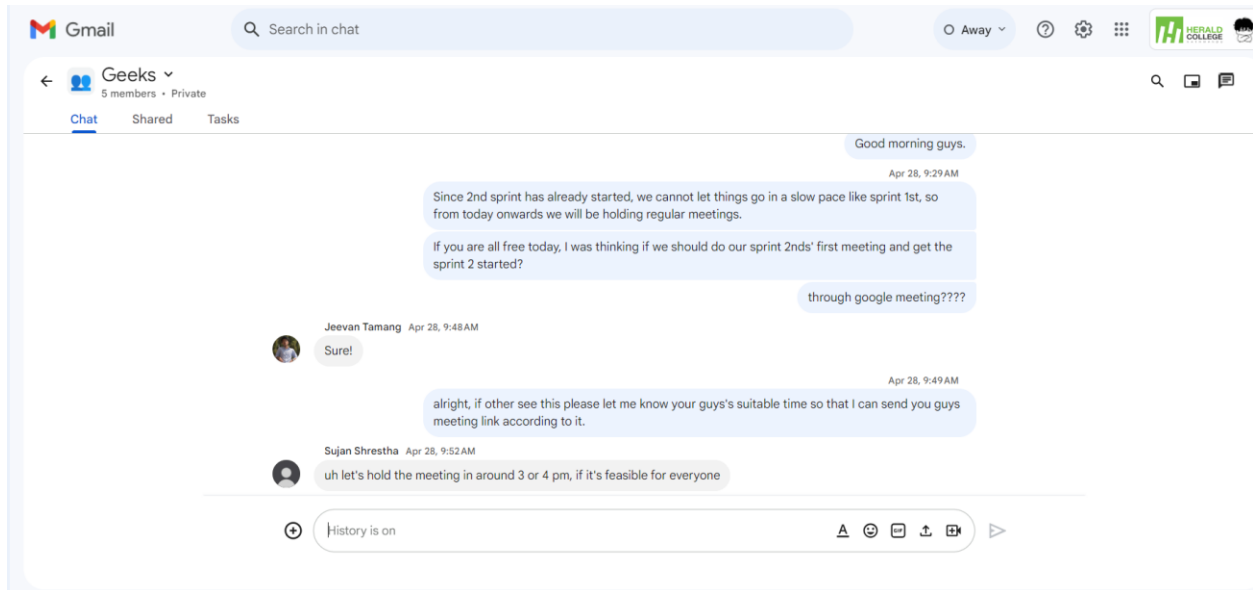


Figure 15 communication in google chats.