**1st meeting : Friday, January 24th , 2020**

**Time: 8:45 AM - 9:25 AM**

**Attendance**

|  |  |
| --- | --- |
| Bruno | Amir |
| Younes | Valentina |
| Matthew |  |

**Agenda**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Time** | **Status** |
| Discuss meeting times | 10 minutes | Done |
| Discuss possible clients | 15 minutes | Done |
| Discuss communication systems | 10 minutes | Done |
| Discuss means of production | 05 minutes | Done |

**Decisions**

* **Time for meetings**
  + Tuesday 10:00AM – 11:30PM
  + Wednesday 12:30PM – 2:30PM
  + Friday 1:00PM – 3:00PM
* **Team Communications**
  + Use Slack for group conversation
  + Use Google drive for file sharing
  + Use Google calendar for scheduling
* **Possible programming languages**
  + **Front-End:** HTML, CSS, Javascript, Python(GUI)
  + **Back-End:** C#, Python, Java, SQL
* **IDEs To Use**
  + Netbeans, Microsoft Visual Studio, Sublime

**Plan For Next Meeting**

* **Date**
  + Tuesday, January 28th
  + 8 AM - 10 AM
* **Agenda**
  + Overview of each team member’s progress towards client
  + Which markets to target
  + Possible features to suit potential client’s needs (if found)

**2nd Meeting: Wednesday, January 28, 2020**

**Time: 7:50 AM - 10:00 AM**

**Attendance**

|  |  |
| --- | --- |
| Bruno | Matthew |
| Amir | Younes |
| Valentina |  |

**Agenda**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Time** | **Status** |
| Discussed team’s progress towards finding a client | 20 minutes | Done |
| Discussed possible features | 15 minutes | Done |
| Planned for meeting with potential client | 10 minutes | Done |
| Discussed possible platforms | 05 minutes | Done |

**Decisions**

* **Team member’s progress towards finding client**
  + **Younes:** Contacted employee of **Dollarama** to deliver the request to their manager
  + **Amir:** Contacted 2 potential clients
    - 1 Client Agreed: **Akhavan Supermarket (more info about client:** [**https://docs.google.com/document/d/1r7wcCNMlP-IevACsA10gQlZlGZfK2UVV8GcYVTpqYTs/edit?usp=sharing**](https://docs.google.com/document/d/1r7wcCNMlP-IevACsA10gQlZlGZfK2UVV8GcYVTpqYTs/edit?usp=sharing)**)**
    - 1 Client Declined: **Bluemed Inc**
      * Reason for declination: Did not trust our potential as a student.
  + **Matthew:** Plans to contact **Garderie Le Monde tout-petit (Daycare)**
  + **Bruno:** Contacted owner of **Noah restaurant**, will get a response Saturday, February 1st
* Settled on a potential client: **Akhavan Supermarket**
  + Planned a meeting for Wednesday, January 29th with client
* System development purpose: **Inventory Management Software**
* **Team Strengths/Preferences**
  + **Younes:** Very comfortable with programming logic, and functionality (Java, Python, C#)
  + **Valentina:** Comfortable with programming logic and front-end/back-end programming (Java, Javascript/Jquery, HTML5)
  + **Matthew:** Comfortable with programming logic (front-end or back-end). Specifically in Java, javascript, HTML and CSS.
  + **Amir:** Comfortable with Database and DBMS.
  + **Bruno:** Comfortable with Front end programming with experience with **HTML5, CSS3, Javascript, Jquery, Bootstrap, JSON.**
* **Team Roles based on the above strengths/Preferences (Not Finalized):**
  + **Front-End:** Bruno
  + **Back-End:** Younes, Valentina
  + **Documentation:** Matthew
  + **Database:** Amir

**Plan For Next Meeting**

* **Date**
  + Wednesday, January 29th
  + 12 PM - 2 PM
* **Agenda**
  + **Bruno & Amir** will meet with client to Discuss business needs and suitable solution to meet those needs.
  + **Valentina, Younes & Matthew** will get familiar withMS Project and its functionality and create a document for the team project.
    - Also create Github Repository for the team project

**3rd Meeting: Wednesday, January 29, 2020**

**Time: 1:30 PM - 2:00 PM**

**Attendance**

|  |  |
| --- | --- |
| Bruno | Matthew |
| Amir | Younes |
| Valentina |  |

**Agenda**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Time** | **Status** |
| **Meeting With Client**  **Bruno & Amir:**   * Met With Client from 12:00PM to 1:30PM * Had a brief discussion about business needs and his expectations. | 1.5 hours | Done |
| **Starting Project Plan**  **Younes:** Started Project Plan  **Matthew, Valentina:** Worked on several ms project tutorials and watched github tutorials to get familiar with both systems. | 1.5 hours | Done |
| **Meeting Summary**  Team Members updated each other on how the meeting went/what was done in the computer lab | 0.5 hours | Done |

**Decisions**

* **Meeting Results:**
  + **Bruno & Amir: Akhavan Supermarket** Supermarket Manager gave details of the problems his business is facing:
    - Currently tracking stock with pen and paper and require a software that helps them track how much stock they are importing especially for international products.
    - Already have a software that tracks how much of each product they sell, but client declined to grant access to it citing security and trademark concerns (System is provided by IBM).
    - After implementing the software, they will only need to subtract what they imported with what they sold that day to calculate how much stock they currently possess.
  + **Younes:** Completed up to 5th deliverable of first draft of **Project Plan**. Helped other team members get familiar with Git/MS Project.
    - Did not get a response from Potential Client: **Dollarama**
  + **Matthew, Valentina:** Got familiar with GitHub & MS Project.
* **Decided to create Weekly Team Plan Excel Sheet**
  + The role of this excel sheet is to delegate tasks to team members each week
  + The tasks are detailed and labeled with **Weight,** and which team member is assigned to the task**.**

**Plan For Next Meeting**

* **Date**
  + Wednesday, January 31st
  + 8:30 AM - 11:30 AM
* **Agenda**
  + Create an excel sheet for task organization.
  + Update on progress of first deliverable.
  + Update on new potential clients.

**4th Meeting: Friday, January 31, 2020**

**Time: 8 AM - 11:30 AM**

**Attendance**

|  |  |
| --- | --- |
| Bruno | Mathew |
| Amir | Younes |
| Valentina |  |

**Agenda**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Time** | **Status** |
| * **Update on new potential clients**   + **Bruno:** Meeting with a restaurant manager/owner Saturday, February 1st, 2020 afternoon.   + **Matthew:** Meeting with Garderie Le Monde tout-petit’s manager today at 2:00pm. | 20 minutes | Done |
| * **Create an excel sheet for task organization**   + **Valentina:** Created an excel sheet to organize the tasks to be completed. | 10 minutes | Done |
| * **Update on first deliverable**   + Tasks were distributed equally amongst members in order to finish the 1st deliverable. | 10 minutes | Done |

**Decisions**

* **Meeting Results:** 
  + **Matthew** will be doing the documentation for the 1st deliverable on Saturday and will share it with the other members of the team in order to make sure everything is written out perfectly.
  + **Valentina** will be creating a git repository for the next meeting.
  + **Amir and Bruno** shared a document consisting of all the information we have gathered from the Akhavan Supermarket.
  + **Younes** continued working on outlines to help plan out the rest of the project and will complete the Gantt Chart in Ms Project.

**Plan For Next Meeting**

* **Date**
  + Tuesday, February 4th, 8:00 AM - 10:00 AM
* **Agenda**
  + Update on new client meetings
  + Update on first deliverable documentation & peer evaluation

**5th Meeting: Tuesday, February 4th, 2020**

**Time: 8 AM - 10 AM Place: Class**

**Time: 10 AM - 11:30 AM Place: D207 Lab**

**Attendance**

|  |  |
| --- | --- |
| Bruno | Mathew |
| Amir | Younes |
| Valentina |  |

**Agenda**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Time** | **Status** |
| * **Update on new client meetings**   + **Bruno:** Met with client and informed the team that the client passed on the opportunity due to time constraint.   + **Matthew:** Met with Garderie Le Monde tout-petit’s manager on Friday, january 31st, 2020 at 2:00pm. The manager accepted to with us on the project and will be considered as a potential replacement client. | 20 minutes | Done |
| * **Update on first deliverable documentation & peer evaluation**   + **Valentina:** Created an excel sheet to organize the tasks to be completed and their weight in the overall project. Demonstration of progress so far.   + **Matthew**: Currently working on the actual project planning report to be handed in as a .pdf for the 1st deliverable. Demonstration of progress so far.   + **Younes and Amir:** Working on the MS Project document to ensure all tasks are listed and resources are properly allocated. Demonstration of progress so far.   + **Bruno**: Coordinating all efforts between members and providing assistance wherever needed (i.e help with updating Ms project document, add info to the report document, etc). | 1 hour | Done |

**Decisions**

* **Meeting Results:** 
  + **Whole team**: Decided to update the Ms Project document to reflect the requirements (i.e include all activities possible).
  + **Whole team:** Agreed to stay in touch throughout the rest of the day to ensure that all required documents are finalized and ready to be handed in on time
  + **Whole team**: Decided that Mathew, Amir, and Bruno would be putting the finishing touches to the report.

**Plan For Next Meeting**

* **Date**
  + Wednesday, February 5th
  + 12:00 PM - 1:30 PM
* **Agenda**
  + Reflect on the 1st deliverable
  + Discuss 2nd deliverable and what is expected
  + Assign tasks accordingly

**6th Meeting: Wednesday, February 5th, 2020**

**Time: 12 PM - 1:30 PM Place: D243**

**Attendance**

|  |  |
| --- | --- |
| Bruno | Mathew |
| Amir | Younes |
| Valentina |  |

**Agenda**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Time** | **Status** |
| * **Reflect on the 1st deliverable**   + **Whole team:** Agreed that everybody put in equal efforts and agreed to continue the good work. | 20 minutes | Done |
| * **Discuss 2nd deliverable and what is expected**   + **Younes (New team leader)**: Went through the Sys Dev project document to ensure that we all understood what tasks are to be done to ensure successful and timely completion. | 1 hour | Done |
| * **Assign tasks accordingly**   + **Whole team:** Will decide on who does what based on each member’s strength and availability vis a vis tasks to be done for the 2nd deliverable. |  |  |

**Decisions**

* **Meeting Results:** 
  + **Younes**: Will be organising the team, conducting meetings, coordinating communications between members and ensuring smooth progress.
  + **Amir & Bruno**: Research the business domain, environment, find out the business problem, and description of the client (ex: client’s computer skills)
  + **Matthiew**: Work on the final report, that is write the executive overview, works cited, ensure correct grammar and spelling.
  + **Val**: Will take care of the open questionnaire that will be used to interview the client.

**Plan For Next Meeting**

* **Date**
  + Friday, February 7th
  + 9:00 AM - 11:30 AM
* **Agenda**
  + Begin formulating questionnaire/open questions.
  + Review progress background research on industry/business.

**Friday, February 7th, 2020 CANCELLED**

**7th Meeting: Tuesday, February 11th, 2020**

**Time: 8 AM - 10:00 PM Place: D241**

**Attendance**

|  |  |
| --- | --- |
| Bruno | Mathew |
| Amir | Younes |
| Valentina |  |

**Agenda**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Time** | **Status** |
| * **Review progress**   + **Whole team:** Receive the results of the meeting with the client done by **Amir & Younes** on **February 10th, 2020.** | 20 minutes | Done |
| * **Planned for next Report**   + Reviewed **previous deliverable results** and reflected on the errors made.   + Planned on how to avoid the mistakes done in the last deliverable and what to change. | 1 hour | Done |

**Decisions**

* **Things done before the meeting:**
  + **Younes & Amir**: Met the client and asked the open questions we developed as a team. Amir also completed the business description and shared it with the team.
  + **Amir & Bruno**: Did research on both the business domain and business environment in which the client operates.
  + **ALL:** Worked together on the questionnaire discussing what questions were important and reviewing the open questions. Also organized a meeting with client once the questions where done.
* **Meeting Results:** 
  + **Matthew**: Will work on the report & incorporating the references/bibliography and review grammar.
  + **Val**: Finished the excel sheet allocating tasks to each team member.

**Plan For Next Meeting**

* **Date**
  + Wednesday, February 12th
  + 12:00 PM - 1:30 PM
* **Agenda**
  + Read the deliverable description to understand what needs to be done.
  + Delegate tasks/roles to each team member.
  + **OPTIONAL:** Begin working on deliverable 3