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| **Date and Day** | **Venue** | **Time** | **Duration of Meeting** | **Brief Explanation** |
| 19-Jan-2016, Tuesday | Outside LT 1 | 19:30 hours | 20 minutes | We just got acquainted with each other. |
| 22-Jan-2016, Friday | CEP ground floor | 21:30 hours | 40 minutes | We discussed the ideas written by everyone as part of their first lab. We also shortlisted 3 people whose ideas were interesting and asked them to come prepared the next day to defend their ideas. We also decided we would search for more ideas to get a wider choice. |
| 23-Jan-2016, Saturday | CEP ground floor | 16:30 hours | 70 minutes | The previous shortlisted ideas were thoroughly questioned, new ideas discussed, more shortlisted and it was decided to search for more ideas. |
| 24-Jan-2016, Sunday | CEP ground floor | 20:00 hours | 60 minutes | The same procedure was repeated and we shortlisted 5 ideas for the final lab discussion. |
| 27-Jan-2016, Wednesday | Cep first floor | 21:15 hours | 40 minutes | By now we had decided what project to undertake and we distributed work for completing the feasibility reports. Each member was assigned a task and we discussed how to go about finishing them. |
| 28-Jan-2016, Thursday | Cep first floor | 22:20 hours | 30 minutes | We mainly convened to check on each member’s progress and to begin writing the project proposal and norms. |
| 29-Jan-2016, Friday | Cep first floor | 22:00 hours | 90 minutes | We met for a long duration of time where we discussed our finalised idea with the team mentor and after she left we discussed on how to proceed with the proposal. We did as much work we could in this meeting because a lot of members were going home and then we would only be able to communicate on WhatsApp and Google drive. |
| 12 feb |  | 21:00 hours |  | interview questions finalise (done in lab after exam), project plan |
| 14 feb |  | 14:00 hrs |  | meeting with client,collected the requirements and he showed us his previous projects. |
| 17 feb |  | 20:00 hours | 20 mins | do interview analysis and srs work check. |
| 18 feb |  | 18:00 hours | 20 mins | discuss srs shortcomings |
| 19 feb, 2016 |  | 20:30 hours | 20-30 mins | srs done |
| 20 feb, 2016 |  | 13:00 hours |  | traceability matrix |
| 21 feb |  | ??? | ??? | thoroughly discuss srs |
| 29 feb 14 |  |  |  |  |
| 1 march 15 |  |  |  |  |
| 2 march 16 |  |  |  |  |
| 7 march 17 |  |  |  |  |
| 8 march 18 |  |  |  |  |
| 10 march 19 |  |  |  |  |
| 18 march 20 |  |  |  |  |
| 30 march 21 |  |  |  |  |
| 5 april 22 |  |  |  |  |
| 9 april 23 |  |  |  |  |
| 11 april 24 |  |  |  |  |
| 12 april 25 |  |  |  |  |
| 13 april 26 |  |  |  |  |
| 14 april 27 |  |  |  |  |
| 15 april 28 |  |  |  |  |

This software is basically a web application so it can be used on almost all operating systems. For backend databases of the software Mysql will be used. Inputs to the software will be in the form of texts for login username and passwords which will generate the output by opening the account and dashboard of the user. The user can do event plan editing which will include giving inputs in the form of texts for different requirement fields for the event. The output generated for this will be a tentative and editable event plan based on the requirements input given by the user. The software will also be given inputs of available budget and available inventory sources with the company. This will generate output in the form of a rough costing sheet to estimate the expected expenditure areas in the event. All the outputs will be generated in the suitable formats as required by the user of the software.