A blue and white background

Description automatically generated**NarcoTech**

**Project Logbook**

**Alexa Physio Reminder Skill**

**Appointment Reminder System for O.P.S**

**Team Members Contact**

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| **Date** | **Attendees** | **Objectives** | **Outcomes** |
| 02/10/2023 | Dwayne Archer  Tarika Birch  Aaron Grimes  Kai Hill  Kelilah Mayers | * Assign Team Members * Create Team Mission Statement * Create Meeting Schedule | * **Group Name:** NarcoTech * **Assign team member roles:**   **Dwayne Archer** - *Software Engineer, Marketing & Sales*  **Tarika Birch** - *Project Manager, Program Manager*  **Aaron Grimes** - *Marketing & Sales, Documentalist*  **Kai Hill** - *Software Engineer, Documentalist*  **Kelilah Mayers** - *Quality Assurance, Product Manager*   * **Conceptualise team mission statement:**   “The team is a solution-driven group aimed to provide the best service possible to our clients while revolutionizing health care through innovative software solutions.”   * **Set tentative meeting schedule:**   Thursday - 7:30pm   * **Create document tracking and file sharing:**   Create Project Team on Microsoft  Teams for meeting organisation, file sharing and collaboration |
| 05/10/2023 | Dwayne Archer  Tarika Birch  Aaron Grimes  Kai Hill  Kelilah Mayers | * Create Proposal Outline * Delegate Tasks for Proposal Writing | * Discussion about the problem statement and project proposal * Created proposal document with an outline * Delegation of Tasks:   + Introduction (Tarika)   + Project Background (Tarika)   + Success Criteria (Tarika)   + Problem Statement (Group)   + Objectives (Aaron)   + Problem Solution (Aaron)   + Use Case (Dwayne)   + Why Choose NarcoTech? (Dwayne)   + Constraints (Kai)   + Deliverables (Kai)   + Estimated Project Timeline (Kelilah)   + Estimated Projected Costs (Kelilah) |
| 11/10/2023 | Dwayne Archer  Tarika Birch  Aaron Grimes  Kai Hill  Kelilah Mayers | * Progress Update * Address Issues with Proposal | * Discussed the teams’ different parts and contributions to NarcoTech proposal. * Booked a consultation session with Dr. Als to seek clarity on some matters. |
| 12/10/2023 | Dwayne Archer  Tarika Birch  Aaron Grimes  Kai Hill  Kelilah Mayers | * Discuss Project Timeline | * Dealt with the estimates for timeline and scheduled a meeting for Friday Oct 13/10/2023. |
| 13/10/2023 | Dwayne Archer  Tarika Birch  Aaron Grimes  Kai Hill  Kelilah Mayers  O.P.S Rep – Adrian Als | * Clarify Budget and Timeline Goals * Clarify The Terms of the Call for Software Products | **Consultation Meeting with O.P.S**   * Discussed the stipulations of O.P.S’ call for solutions * Discussed the layout of marketing for the product   **NarcoTech Team Meeting**   * Discussed the budget and timeline estimations |
| 19/10/2023 | Dwayne Archer  Tarika Birch  Aaron Grimes  Kai Hill  Kelilah Mayers | * Review Proposal Feedback * Strategize Methods of Improvement | Reviewed the feedback for the project proposal from Dr. Adrian Als. Team members gave suggestion for how the feedback could be implemented to improve the proposal. |
| 20/10/2023 | Dwayne Archer  Kai Hill | * Address Setup for Development | **Software Engineer Meeting**   * Becoming familiar with an Alexa Skill extension for Visual Studio Code and pairing it with a repository on GitHub. |
| 26/10/2023 | Dwayne Archer  Kai Hill  Dwayne Archer  Tarika Birch  Aaron Grimes  Kai Hill | * Attempt Setup for Development * Progress Update * Discuss Development Issues | **Software Engineer Meeting**   * Attempted to setup an Alexa appointment scheduler skill and the Google calendar API. * Ran into technical difficulties with testing.   **Weekly Group Meeting**   * Updated group member about the technical difficulties experienced. * Agreed to pivot the project to a more feasible software implementation. * PRO contacted Dr. Als for permission to change direction of the Alexa skill. |
| 05/11/2023 | Dwayne Archer  Tarika Birch  Aaron Grimes  Kai Hill  Kelilah Mayers | * Progress Update | **Group Meeting**   * Discussed progress made on separate roles. This included progress on the marketing plan and specification document among other things. * Agreed to making follow up communication within WhatsApp group chat. |
| 12/11/2023 | Dwayne Archer  Kai Hill  Dwayne Archer  Tarika Birch  Aaron Grimes  Kai Hill  Kelilah Mayers | * Software Development Update * Progress Update * Address Specifications Changes * Discuss Database Issue * Discuss Design and Test Document Changes | **Software Engineer Meeting**   * Discussed roles policy limitation within IAM. * Decided to email Dr. Als about the problem. * Discussed a json file alternative to the DynamoDB database.   **Group Meeting**   * Discuss progress in different areas of the project. * Developers addressed the issues they had with setting up the database through IAM. * The effect of the changes to the implementation on the Specifications Document were discussed. * Discussed the effects of changes to Design and Test Document |
| 16/11/2023 | Dwayne Archer  Tarika Birch  Aaron Grimes  Kai Hill  Kelilah Mayers | * Update about the Alexa Skill and Documentation | **Group Meeting**   * Software developer gave an update to team members about “physio reminder” the new invocation name of the skill. * Discussed the technical document. * Discussed what a test case would be like for quality assurance and testing. * Went through the prototype that has some of the functionality of the skill. |