The Max Inventory System



**Team Awesome**

|  |  |
| --- | --- |
|  | Paul Naumann (pnaumann@unomaha.edu)  Collyn Sansoni (csansoni@unomaha.edu) |
|  | Tom Jorgensen (twjorgensen@unomaha.edu) |

Justin Hendricks (jhendricks01@unomaha.edu)

Milestone Manager: Paul Naumann

Project Manager: Dr. Paul Van Vliet

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Client Documents

**Opening Statement**

Milestone 5 of The Max Inventory System has been completed. The development of this system continues to remain on schedule and on budget.

**Executive Summary**

With technology today, bars can make a more efficient use of time and energy by using a system to track inventory. Using an inventory system, a bar can track which items they need to reorder, which items are most popular and which items should be discontinued from their purchases.

We plan to design a system around the liquor usage at The Max. This application will allow them to make orders more easily. As inventory increases this system will be a good complement to the already successful bar.

This milestone contains documents to describe The Max Inventory project. The documents include:

* Opening Statement: Details that Milestone 1 through Milestone 5 have been completed and that the project is on schedule and on budget.
* Executive Summary: Provides a high-level overview of the system being developed.
* Implications for Client: Details implications that the client currently has for development of this system.
* Items for Approval: Details items that need to be approved to advance further in the development of this system.
* Roles and Responsibilities: Outlines the duties of each team member.
* Communication Management Plan: Details how the group intends to communicate and how often.
* Meeting Communications: Outlines the communication that we have during meetings and in the day to day development of the system.
* Team Member Status Report: Gives the status of each team member and their duties in the development of Milestone 4.
* Change Log: Details the changes that have been made during Milestone 4.

**Implications for Client**

Currently the implications for the client is communication centered around the analysis and design of the system. The client will need to review and submit feedback for the project documents. The client will also need to meet with team members as needed.

**Items for Approval**

In Milestone 5, members of the team and the client must agree upon the details of the project. Specific documents associated with Milestone 4 that have been approved by the client include:

1. Context Diagram
2. Data Flow Diagram Level 0, Level 1, and Dictionary
3. IDEF A-0 and A0 Diagram

See Appendix A for approvals from Derik Nelson.

**Control Documents**

**Roles and Responsibilities**

**Milestone 1**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibility** |
| Justin | Client Liaison | Communicating with Customer/Customer Needs |
| Paul | Document Manager II | Backup Collyn managing documents |
| Collyn | Document Manager I | Managing Documents for group |
| Tom | Milestone Manager | Collecting documents for turning in. |

**Milestone 2**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibility** |
| Justin | Client Liaison/Milestone Manager | * Organizing meetings between customer and Team Awesome * Collecting documents for turning in |
| Paul | Document Manager II | * Backup Collyn managing documents * Assigning tasks for each documents as necessary |
| Collyn | Document Manager I | * Managing Documents for group * Proof Read documents before final turn in |
| Tom | Task Manager | * Make sure Milestone 2 stays on task and is completed thoroughly * Communicating with Customer/Customer Needs |

**Milestone 3**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibility** |
| Justin | Client Liaison/ Document Manager II | * Organizing meetings between customer and Team Awesome * Assist Paul in documentation management |
| Paul | Document Manager I | * Manage documents * Assigning tasks for each documents as necessary |
| Collyn | Milestone Manager | * Managing Documents for group * Proof Read documents before final turn in |
| Tom | Milestone Organizer | * Make sure Milestone 3 stays on task and is completed thoroughly * Organizing documentation within Milestone 3 |

**Milestone 4**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibility** |
| Justin | Client Liaison/ Document Manager II | * Organizing meetings between customer and Team Awesome * Assist Paul in documentation management |
| Paul | Milestone Manger | * Managing documents for group * Proof Read documents before final turn in |
| Collyn | Document Manager I | * Managing documents * Assigning tasks for each document as necessary |
| Tom | Milestone Organizer | * Make sure Milestone 4 stays on task and is completed thoroughly * Organizing documentation within Milestone 4 |

**Milestone 5**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibility** |
| Justin | Client Liaison/ Document Manager II | * Organizing meetings between customer and Team Awesome * Assist Paul in documentation management |
| Paul | Milestone Manger | * Managing documents for group * Proof Read documents before final turn in |
| Collyn | Document Manager I | * Managing documents * Assigning tasks for each document as necessary |
| Tom | Milestone Organizer | * Make sure Milestone 5 stays on task and is completed thoroughly * Organizing documentation within Milestone 5 |

**Communication Management Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What** | **Who** | **Purpose** | **When/Frequency** | **Type of Meeting** |
| Ongoing Max Inventory Updates | The Max Inventory Development team | Inform Max Inventory Development team of necessary updates | Open | Group text or slack.com group chat |
| Presentations | The Max Inventory Development team | Present necessary information for project | As necessary | In person presentations for client and/or class |
| Weekly Meeting | The Max Inventory Development Team | Opportunity to ask questions and get help from Team on individual responsibilities for milestone | Thursdays at 6:30pm unless planned otherwise | In person meeting |

**Meeting Communications**

**Milestone 1**

**Date:** 8/30/17

**Time:** 1 PM US Central Time

**Location:** Scheduled Classroom (Rm 155)

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Initial Group Meeting | Team Awesome | * Met and created Change Log and Roles and Responsibility Document. * Also set up meeting with client for 8/31/17 at 8 PM, to discuss system. |

**Handouts:** None

**Discussion:** See Comments

**Date:** 8/31/17

**Time:** 7 PM US Central Time

**Location:** The Max

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks, Derik Nelson

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Initial Meeting with client | Team Awesome | * Met with Derik to discuss desired features for the inventory system |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 9/4/17

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks, Derik

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group text/ slack.com chat | Team Awesome | * Discussed current status of Milestone 1 documents * Divided remaining tasks amongst team members |

**Handouts:** None

**Discussion:** See Comments

**Date:**9/11/17

**Time:** 1:30pm US Central Time

**Location:** Scheduled Classroom (PKI Rm 155)

**Present:** Thomas Jorgensen, Paul Naumann, Justin Hendricks, Collyn Sansoni

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Milestone 1 | Team Awesome | * Wrapped up tasks for Milestone * Discussed Header Content and set Headers up. * Will e-mail Professor Germonprez for feedback |
| Other | Team Awesome | Watched video that Professor Germonprez posted on Canvas |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 9/11/17

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks, Derik Nelson

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group text/ slack.com chat | Team Awesome | * Discussed status of Milestone 1 documents * Discussed necessary revisions to documents * Divided necessary revisions amongst the team |

**Handouts:** None

**Discussion:** See Comments

**Milestone 2**

**Date:**  Week beginning 9/18/17

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group text/ slack.com chat | Team Awesome | * Discussed status of Milestone 2 documents * Discussed necessary documents for Milestone 2 and how to divide the work * Divided necessary work amongst the team |

**Handouts:** None

**Discussion:** See Comments

**Date:**  9/25/17

**Time:** 1:30pm US Central Time

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Justin Hendricks, Collyn Sansoni

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of topics discussed during in person meeting | Team Awesome | * Discussed any issues team members had on their individual documents * Decided to have everyone complete their assigned documents by 10/5/17 |

**Handouts:** None

**Discussion:** See Comments

**Date:** 9/28/17

**Time:** 7:30 PM

**Location:** The Max

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks, Derik Nelson

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of topics discussed during the meeting with the Organizational Manager | Team Awesome, Derik Nelson | * Discussed the status of the project * Showed Derik the items for approval for Milestone 2 (SSR, Project Charter) |

**Handouts:** None

**Discussion:** See Comment

**Date:**  Week beginning 10/1/17

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Group text/ slack.com chat | Team Awesome | * Discussed the current work flow * Discussed the current organizational chart |

**Handouts:** None

**Discussion:** See Comments

**Date:** 10/9/17

**Time:** 1:30 PM

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Completed scope of statement document * Finalized touches on Enterprise Diagram |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 10/9/17

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Group text/ slack.com chat | Team Awesome | * Discussed status of Enterprise Diagram * Discussed current status of Milestone documents |

**Handouts:** None

**Discussion:** See Comments

**Date:** 10/11/17

**Time:** 1:30 PM

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Finalized collection of documents * Finalized formatting on M2 |

**Handouts:** None

**Discussion:** See Comments

**Milestone 3**

**Date:**  Week beginning 10/16/17

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Group text/ slack.com chat | Team Awesome | * Discussed Milestone 3 documents * Discussed possible due dates for individual Milestone 3 documents |

**Handouts:** None

**Discussion:** See Comments

**Date:** 10/16/17

**Time:** 1:30 PM

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Assigned responsibilities for Milestone 3 * Assign due dates for responsibilities |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 10/23/17

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Group text/ slack.com chat | Team Awesome | * Discussed possible meeting times for working on Milestone 3 documents * Finalized responsibilities of Milestone 3 |

**Handouts:** None

**Discussion:** See Comments

**Date:** 10/23/17

**Time:** 1:30 PM

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Finalizing Milestone 3 Responsibilities * Setting Meeting Date for work time |

**Handouts:** None

**Discussion:** See Comments

**Date:**  10/26/17

**Time:** 6:30

**Location:** UNO Library Room 119

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of weekly meeting | Team Awesome | * Working on individual milestone responsibilities * Collaborated on documents with team members |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 10/30/17

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Group text/ slack.com chat | Team Awesome | * Discussed revisions for Milestone 3 documentation |

**Handouts:** None

**Discussion:** See Comments

**Date:**  10/30/17

**Time:** 1:30 PM

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Worked on documentation for Milestone 3 |

**Handouts:** None

**Discussion:** See Comments

**Date:**  11/2/17

**Time:** 6:30

**Location:** UNO Library Room 119

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of weekly meeting | Team Awesome | * Working on individual milestone responsibilities * Collaborated on milestone document to send to Matt for revisions |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 11/6/17

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Group text/ slack.com chat | Team Awesome | * Discussed final revisions for Milestone 3 |

**Handouts:** None

**Discussion:** See Comments

**Date:**  11/6/17

**Time:** 1:30 PM

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Revising Milestone 3 Document based on feedback * Finalizing formatting on Milestone 3 |

**Handouts:** None

**Discussion:** See Comments

**Milestone 4**

**Date:**  Week beginning 11/13/17

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Group text/ slack.com chat | Team Awesome | * Preliminary discussions of Milestone 4 documents * Discussion of Milestone 4 responsibilities |

**Handouts:** None

**Discussion:** See Comments

**Date:** 11/13/17

**Time:** 1:30 PM

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Assigned Milestone 4 responsibilities * Started working on milestone 4 responsibilities |

**Handouts:** None

**Discussion:** See Comments

**Date:** 11/16/17

**Time:** 6:30pm

**Location:** UNO Room Library 102d

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Worked on DFD Level 0 * Worked on DFD Level 1 * Continued working on Milestone 4 responsibilities |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 11/20/17

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Group text/ slack.com chat | Team Awesome | * Discussed revisions of DFD Level 1 * Discussed revisions of IDEF A-0 |

**Handouts:** None

**Discussion:** See Comments

**Date:**  11/20/17

**Time:** 1:30 PM

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Worked on IDEF A-0 * Finalized DFD Level 1 * Continued working on Milestone 4 responsibilities |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 11/27/17

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Group text/ slack.com chat | Team Awesome | * Discussed revisions of IDEF A-0 * Preliminary discussion of IDEF A-0 * Discussed topics for weekly meeting |

**Handouts:** None

**Discussion:** See Comments

**Date:** 11/27/17

**Time:** 1:30 PM

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Finalized IDEF A-0 * Creating IDEF A0 * Continued working on Milestone 4 responsibilities |

**Handouts:** None

**Discussion:** See Comments

**Date:**  11/30/17

**Time:** 6:30 PM

**Location:** UNO Criss Library 102d

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Finalized IDEF A0 * Updated Change Log * Updated Milestone 4 document |

**Handouts:** None

**Discussion:** See Comments

**Date:**  Week beginning 12/4/17

**Time:** All week

**Location:** Group text/ slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Group text/ slack.com chat | Team Awesome | * Discussed revisions to Milestone 4 based on Professor feedback |

**Handouts:** None

**Discussion:** See Comments

**Date:** 12/4/17

**Time:** 1:30 PM

**Location:** Scheduled Classroom (PKI 155)

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Updated Meeting Communications * Updated Change Log * Continued working on Milestone 4 responsibilities |

**Handouts:** None

**Discussion:** See Comments

**Date:** 12/7/17

**Time:** 6:30 PM

**Location:** UNO Criss Library 102d

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Finalizing Milestone 4 Document |

**Handouts:** None

**Discussion:** See Comments

**Milestone 5**

**Team Member Status Report**

**Current Milestone Activities**

**Name:** Thomas Jorgensen

**Completed**

1) Revised documents based on feedback from Milestone 3

2) Updated communication management plan

3) Updated Change Log

4) Completed Milestone 4 documents

* IDEF A-0 Diagram
* IDEF A0 Diagram

**In-Progress (estimated date of completion)**

1. Revise and add current information to Change Log (12/12/17)
2. Revise Meeting Communications to reflect more accurate meeting dates (12/11/17)

**Other/Issues**

1. Focus on future of project

**Current Milestone Activities**

**Name:** Collyn Sansoni

**Completed**

1) Completed Milestone 4 documents

* Context Diagram
* Roles and Responsibilities
* Communication Management Plan

1. Revised documents based on feedback from Milestone 3 for the following documents:

* All documents besides Gantt Chart

**In-Progress (estimated date of completion)**

1. Addressing different documents in Milestone for alignment purposes

**Other/Issues**

1. Focus on future of project

**Current Milestone Activities**

**Name:** Justin Hendricks

**Completed**

1. Completed Milestone 4 documents

* Data Flow Diagram Level 0
* Data Flow Dictionary

**In-Progress (estimated date of completion)**

1. Revise Data Flow Dictionary (12/12/17)

**Other/Issues**

1. Coordinate future meetings between Derik and Team Awesome

**Current Milestone Activities**

**Name:** Paul Naumann

**Completed**

1. Completed Milestone 4 documents

* Data Flow Diagram Level 1
* PowerPoint Presentation Slides

**In-Progress (estimated date of completion)**

1) Revise Milestone 4 document (12/12/17)

**Other/Issues**

1. Focus on future of project

**Change Log**

**Opening Statement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/6/17 | 1 | Creation of Opening Statement | Created Opening Statement document |
| 10/4/17 | 2 | Revised Opening Statement | Revised Opening Statement to reflect Milestone 2 |
| 10/16/17 | 3 | Revised Opening Statement | Revised Opening Statement to reflect Milestone 3 |
| 12/8/17 | 4 | Revised Opening Statement | Revised Opening Statement to reflect Milestone 4 |

**Executive Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/5/17 | 1 | Creation of Executive Summary | Created the Executive Summary document |
| 9/8/17 | 2 | Revised Executive Summary | Revised Executive Summary |
| 10/4/17 | 2 | Revised Executive Summary | Revised Executive Summary to reflect Milestone 2 |
| 10/16/17 | 3 | Revised Executive Summary | Revised Executive Summary to reflect Milestone 3 |
| 12/5/17 | 4 | Revised Executive Summary | Revised Executive Summary to reflect Milestone 4 |

**Implications for Client**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/5/17 | 1 | Creation of Implications for Client | Created Implications for Client document |
| 10/4/17 | 2 | Revised Implications for Client | Revised Implications for Client based on Professor feedback |
| 10/16/17 | 3 | Revised Implications for Client | Revised Implications for Client for Milestone 3 |
| 12/6/17 | 4 | Revised Implications for Client | Revised Implications for Client for Milestone 4 |

**Items for Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/6/17 | 1 | Creation of Items for Approval | Created Items for Approval document |
| 10/5/17 | 2 | Revised Items for Approval | Revised Items for Approval |
| 10/16/17 | 3 | Revised Items for Approval | Revised Items for Approval |
| 11/29/17 | 4 | Revised items for Approval | Revised Items for Approval based on Milestone 4 |

**Roles and Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 8/30/17 | 1 | Creation of Roles and Responsibilities Document | Creation of Roles and Responsibilities Document for Milestone 1. |
| 9/16/17 | 2 | Revised Roles and Responsibilities for Milestone 2 | Revised Roles and Responsibilities for Milestone 2 |
| 11/2/17 | 3 | Revised Roles and Responsibilities for Milestone 3 | Revised Roles and Responsibilities for Milestone 3 |
| 11/9/17 | 4 | Revised Roles and Responsibilities for Milestone 4 | Revised Roles and Responsibilities for Milestone 4 |

**Communication Management Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/5/17 | 1 | Creation of Communication Management Plan | Created the Communication Management Plan Document |
| 9/11/17 | 2 | Updated Communication Management Plan | Included the use of slack website for communication within the group |
| 10/26/17 | 3 | Updated Communication Management Plan | Included weekly meeting on Thursdays |

**Meeting Communications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/6/17 | 1 | Creation of Meeting Communications | Created Meeting Communications document |
| 9/13/17 | 2 | Revised Meeting Communications | Revised Meeting Communications to show new meetings |
| 10/9/17 | 3 | Revised Meeting Communications | Revised Meeting Communications to show meetings since last revision |
| 10/26/17 | 4 | Revised Meeting Communications | Revised Meeting Communications to show meetings since last revision |
| 11/2/17 | 5 | Revised Meeting Communications | Revised Meeting Communications to show meetings since last revision |
| 11/30/17 | 6 | Revised Meeting Communications | Revised Meeting Communications to show meetings since last revision |
| 12/4/17 | 7 | Revised Meeting Communications | Revised Meeting Communications to show meetings since last revision |
| 12/7/17 | 8 | Revised Meeting Communications | Updated Meeting Communications to reflect separation by Milestone. |

**Team Member Status Report**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/13/17 | 1 | Created Team Member Status Report | Created Team Member Status Report |
| 10/7/17 | 2 | Revised Team Member Status Report to reflect Milestone 2 | Revised Team Member Status Report to reflect Milestone 2 |
| 10/11/17 | 3 | Revised Team Member Status Report to reflect feedback from Professor | Revised Team Member Status Report to reflect feedback from Professor |
| 11/2/17 | 4 | Revised Team Member Status Report to reflect Milestone 3 | Revised Team Member Status Report to reflect Milestone 3 |
| 11/30/17 | 5 | Revised Team Member Status Report to reflect Milestone 4 | Revised Team Member Status Report to reflect Milestone 4 |

**Miscellaneous**

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| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 8/30/17 | 1 | Creation of GitHub Repository | Created the GitHub Repository and added members of group |
| 9/6/17 | 1 | Creation of Title Page | Created Title Page document |
| 9/10/17 | 2 | Revised Title Page | Added logo to Title Page |
| 9/11/17 | 2 | Revised Milestone 1 document | Addressed changes suggested by Professor Germonprez |
| 11/23/17 | 1 | Creation of presentation slides | Creation of presentation slides |