Course:

Information Systems Development Project

CIS 9590 – S3EA [7201] – Summer 2021

Project Phase 1 Report

"VacLife – Bridging Gaps Between COVID-19 Demand & Supply"

Professor:

Rudolph Brown

Authors:

Team Crocagile

Aarif Munwar Jahan ammunwar.jahan@baruchmail.cuny.edu)

Jason Sinchi (jason.sinchi@baruchmail.cuny.edu)

Jing Chen (jing.chen11@baruchmail.cuny.edu)

Kristin Singh (kristin.singh@baruchmail.cuny.edu)

Yun Chen (yun.chen4@baruchmail.cuny.edu)

Table of Contents

Executive Summary

This report covers documentation for all necessary deliverables for Phase 1 of the CIS 9590 Group Project. The primary objective of this document is to provide a detailed introduction to our project and how it will be managed throughout the semester.

The report is divided into seven sections as follows:

1. Section A

   Covers the project proposal that includes the business case, stakeholder register and management, and project charter documents.

2. Section B

   Covers a project management plan including quality management, communication management, risk management plans as well as information about software development approach and justification.

3. Section C

   Discusses the project plan where a PM tool will be used to generate WBS, project schedule, cost analysis, resource allotment and percent completion information.

4. Section D

   Lists any citations for utilized resources

5. Section E

   Appendix section that contains Status and Progress Report as well as Lessons Learned Report

6. Section F

   Includes the signed integrity statement from the group

7. Section G

   Includes all meeting minutes

Section A: Project Proposal

Business Case

1.0 Introduction/Background

Crocagile Inc.'s primary business goal is to provide effective solutions to trending problems. The firm can solve the logistical issues surrounding COVID-19 vaccine demand and supply by creating an all-inclusive platform that allows scheduling vaccine appointments, storing resident information, and managing vaccine inventory.

2.0 Business Objective

Crocagile's strategic goals include pioneering timely software solutions that generate growth and profits. The VacLife database system project will support these goals by providing a highly on-demand platform at this point of the virus outbreak as vaccine distribution plans are starting to roll out. In addition, a positive outcome in this project will attract significant exposure to the company that will fuel future endeavors.

3.0 Current Situation and Problem/Opportunity Statement

Currently, there are no single platform solutions in the market for both vaccine appointments and inventory management. Top competitor, AgilityPlus, offers only a vaccine appointment system used by a small minority of vaccination centers in the NYC suburbs. Based on the latest market analysis report, company's long term clients like the NYC Department of Health (NYC DOH) is looking for a single platform solution for all vaccination centers within the city. There is an opportunity to deliver this much-desired system and continue meeting this year's strategic goals of growth and profitability. The firm can leverage prior experience in building schedule appointment systems for commercial use and best-in-class project management practices to achieve these goals.

4.0 Critical Assumptions and Constraints

The market must desire the proposed database platform, and it must pay for itself within the next three quarters from direct revenue growth. The engineering and PMO office must work together as well as with

external vendors when necessary. The new system must run on existing hardware and software, and the QA team needs to be aware of all technical support requirements.

5.0 Analysis of Options and Recommendation

There are two options for addressing this opportunity:

1. Focus on alternative revenue growth opportunities, which would involve revised market analysis and other resources
2. Design and implement the proposed system, based on current market analysis

Based on current market analysis and discussions with stakeholders, we believe that option 2 is the best.

6.0 Preliminary Project Requirements

The main features of this VacLife single platform system will include the following:

1. **Scheduling Portal:** Allows residents to make vaccine appointments.

2. **Resident Portal:** Stores resident information, including health insurance, eligibility criteria, demographics, etc.

3. **Vaccine Information Portal:** Stores vaccine information, including type, dosage, etc.

4. **Vaccine Inventory Portal:** Stores vaccine inventory locations and levels.

5. **Reporting Portal:** Allows reporting using different parameter combinations in the system.

7.0 Budget Estimate

The preliminary budget estimate for this project will be $80,000. This estimate is based on resource allotment of 40 hours per week for engineering at $115 per hour and project management at $105 per hour. Engineering estimates cover testing at external labs that might vary from 20-30 hours. Even though the current plan is to use existing hardware and software, the cost estimate also includes some allocations for new hardware worth $5000. Maintenance costs after project completion are estimated at $10,000 included in the total sum.

As part of Financial Analysis, the team has calculated a net present value (NPV) of $250,000 and an impressive Return on Investment (ROI) based on a 2-year system life at 125 percent.

8.0 Schedule Estimate

Since the system provides a solution to a trending problem, the stakeholders require this project to be completed within three months. There is little to zero flexibility in that requirement. It is also assumed that the new system will have a useful lifetime of at least two years.

9.0 Potential Risks

The project carries the following risks:

1. **Technology risk:** Even though the team has prior experience with this technology, the robust project timeline will pose a technology risk. Especially from the testing perspective.

2. **Resource risk:** The project would need immediate and complete focus from the top resources in the firm. Without this allocation, the project would suffer.

3. **Business risk:** The primary business risk is investing time and money into this project and not realizing the projected benefits.

Stakeholder Register

Name	Position	Type	Project Role	Power	Contact Information
Aarif Jahan	CEO	Internal	Sponsor	High	Aarif.Jahan@crocagile.com
Kristin Singh	PMO Director	Internal	Project Manager	High	Kristin.Singh@crocagile.com
Jing Chen	Product Designer	Internal	Team Member	Low	Jing.Chen@crocagile.com
Jason Sinchi	Engineering	Internal	Team Member	Low	Jason.Sinchi@crocagile.com
Yun Chen	Engineering	Internal	Team Member	Low	Yun.Chen@crocagile.com

Stakeholder Management

Name	Level of Interest	Level of Influence	Potential Management Strategies
Aarif Jahan	High	High	Aarif likes to stay on top of key projects and have data to make future opportunities. Have a certain amount of meetings with him and focus on achieving financial benefits of the project.
Kristin Singh	High	High	Kristin wants to complete this project as soon as possible. She is expecting this portal site can contain comprehensive data, and at the same time it can be simple to operate. Have suitable project team members to meet her requirements.
Jing Chen	Low	High	Jing is worried that the schedule portal page would make residents feel cumbersome when making appointments. Have a lot of short meetings and offer feedback and suggestions.
Jason Sinchi	Low	Low	Jason has prior experience with this kind of project, he is also good at business analysis.
Yun Chen	Low	Low	Yun has less experience in technology. Allocate reporting work at an early stage and offer learning opportunities to her to gain professional skills.

Project Charter

Project Title: VacLife – Bridging Gaps Between COVID-19 Vaccine Supply and Demand
Project Start Date: June 7, 2021   Project End Date: August 11, 2021
Budget Information: The firm has allocated $80,000 for this project. Most of the cost for this project will be internal labor plus QA testing. An initial estimate provides a total of 40 hours per week.
Project Manager: Kristin Singh, (123) 111-2222, kristin.singh@crocagile.com
Project Objectives: Develop a for-sale new system as a single platform solution to bridge the gap between COVID-19 Vaccine demand and supply. The new system will include a database to store information about the resident, insurance, eligibility, vaccines, vaccine centers, inventory level, etc. The system will also provide a Graphic User Interface (GUI) for users to sign up for vaccine appointments in their area. There will be no free version for this system; the clients would be asked to purchase the complete system following a SaaS model. The Crocagile QA team will provide continuous technical support as needed by the clients.
Main Project Success Criterion: The project should be completed within the given 3-month timeframe, and clients should adopt the system by the time the vaccine distribution process is initiated.
Approach: - Collect and gather important feature related information from stakeholders and potential users   - Review requirements from the product and engineering team and create a BRD   - Verify existing hardware and software are suitable for the new application   - Develop the system using an iterative approach, soliciting a great deal of user feedback   - Put together a strong technical support team to provide real-time support when the system goes live
Roles and Responsibilities:
See Stakeholder Register Section

Section B: Project Management Plan

Quality Management Plan

To guarantee optimum quality of the project, Crocagile will develop and maintain a good relationship with all stakeholders. These interactions will allow for a better understanding of the stakeholders' expectations for the VacLife single platform system. Along with maintaining a good relationship, Crocagile will balance and adjust the project scope, cost, and time to achieve the best quality outcomes. Furthermore, Crocagile will follow the organization's standards and policies to perform multiple tests and verify and validate to ensure all goals or objectives are met in each stage. Afterwards, Crocagile will establish quality checklists and reports for the project management to carry out all processes smoothly.

Communication Management Plan

Team Crocagile creates meeting logs and plans to meet each other at least 1-2 times a week in Phase I. Meeting logs will show, in detail, the specific date and action items that were performed. Our form of communication is using Zoom, Email, and WhatsApp. To prepare for the Phase I presentation, the team wil practice through Zoom video conference calls to ensure a smooth flow between all group members. For Phases II and III, the team will hold discussion meetings at least 1-2 times a week and even more frequently, as the later phases require more responsibility. For any questions, group members utilize the WhatsApp chat to provide quick responses without having to create a formal Zoom call or email.

Risk Management Plan

We anticipate having some technological, business, and other unexpected risks during this project. Therefore, we plan to perform the risk assessment in each stage regularly. If we find any risk, we will conduct special meetings to discuss, identify, analyze, and evaluate the risk types, the level of risk affecting the project scope, costs, and time. Further, we will plan to generate a risk register and risk analysis report. Later, we will need to brainstorm to acquire new ideas or solutions to avoid and reduce the risk.

Software Development Approach

We plan to use the Waterfall model methodology for this project because we have a clear framework for designing and developing the VacLife single platform system. Currently, VacLife is only designed to schedule vaccine appointments, store resident information, and manage vaccine inventory. Our project is short and must go live within 3 months. Waterfall is a linear and a sequential life cycle model, which is easy to use and understand. Therefore, our team suggested using the Waterfall model instead of the Scrum method.

Section C: Project Plan

The project will use the project management tool ProjectLibre. It is an open-source tool, available at no additional cost, that allows for creating and tracking the schedule, monitoring costs, and managing resource allocations.

Work Breakdown Structure (WBS)

1.0 Initiating

    1.1 Stakeholder Identification

    1.2 Project Charter

2.0 Planning

    2.1 Team Planning Meeting

    2.2 Scope Statement

    2.3 Schedule and Cost Baseline

        2.3.1 Task Resources

        2.3.2 Task Durations

        2.3.3 Task Dependencies

        2.3.4 Risk Prioritization

3.0 Executing

    3.1 Design

        3.1.1 Design Data Architecture

        3.1.2 Design Scheduling Portal

        3.1.3 Design Resident Portal

        3.1.4 Design Vaccine Information Portal

        3.1.5 Design Vaccine Inventory Portal

        3.1.6 Design Report Portal

        3.1.7 Approve Data Architecture Design

        3.1.8 Approve Scheduling Portal Design

        3.1.9 Approve Resident Portal Design

        3.1.10 Approve Vaccine Information Portal Design

        3.1.11 Approve Vaccine Inventory Portal

3.1.12 Approve Report Portal Design

3.2 Build

3.2.1 Build DDL

3.2.2 Build Data Processes

3.2.3 Build Scheduling Portal

3.2.4 Build Resident Portal

3.2.5 Build Vaccine Information Portal

3.2.6 Build Report Portal

3.2.7 Unit Testing Data

3.2.8 Unit Testing Portal

3.3 Testing

3.1 Test Portal Integration

4.0 Deployment

4.1 Full Rollout

4.1.1 Deploy Data Architecture

4.1.2 Implement Portals

4.1.3 Monitoring Usage

4.1.4 Analyze Performance

5.0 Support

5.1 Technical Documentation

5.2 Training

5.3 User Support

5.4 Enhancements

6.0 Closing

6.1 Final Project Report

6.2 Final Project Presentation

6.3 Final Project Retro

Schedule

The following pages will show the project schedule and corresponding Gantt Chart.

		Name	Duration	Start	Finish	Predecessors	Resource Names	13 Jun S M T
1	🔲	**Initiation**	**1 day?**	**6/16/21 8:00 AM**	**6/16/21 5:00 PM**			
2	🔲	Stakeholder Identification	1 day?	6/16/21 8:00 AM	6/16/21 5:00 PM		Aarif Munwar Jahan	
3	🔲	Project Charter	1 day?	6/16/21 8:00 AM	6/16/21 5:00 PM		Aarif Munwar Jahan	
4		**Planning**	**40 days?**	**6/17/21 8:00 AM**	**8/11/21 5:00 PM**	1		
5	🔲	Project Management Plan	0.02 days?	6/18/21 8:00 AM	6/18/21 8:09 AM		Jason Sinchi;Jing Chen	
6	🔲	Team Planning Meeting	0.062 days?	6/23/21 10:00 PM	6/24/21 8:30 AM		Kristin Singh	
7		Scope Statement	1 day?	6/24/21 8:30 AM	6/25/21 8:30 AM	6	Kristin Singh	
8		**Schedule and Cost Ba...**	**40 days?**	**6/17/21 8:00 AM**	**8/11/21 5:00 PM**	7		
9	🔲	Task Resources	0.25 days?	6/25/21 8:30 AM	6/25/21 10:30 AM		Kristin Singh	
10		Task Durations	0.25 days?	6/25/21 8:30 AM	6/25/21 10:30 AM		Kristin Singh	
11		Task Dependencies	0.25 days?	6/25/21 8:30 AM	6/25/21 10:30 AM		Kristin Singh	
12	🔲	Risk Prioritization	40 days?	6/17/21 8:00 AM	8/11/21 5:00 PM		Kristin Singh[10%]	
13		**Executing**	**16.6 days?**	**6/29/21 8:00 AM**	**7/21/21 1:48 PM**			
14		**Design**	**5.1 days?**	**6/29/21 8:00 AM**	**7/6/21 8:48 AM**			
15	🔲	Design Data Architecture	1 day?	6/29/21 8:00 AM	6/29/21 5:00 PM		Yun Chen	
16	🔲	Design Scheduling Portal	0.5 days?	7/2/21 1:00 PM	7/2/21 5:00 PM	21	Jing Chen	
17	🔲	Design Resident Portal	0.5 days?	6/30/21 1:00 PM	6/30/21 5:00 PM	21	Jing Chen	
18	🔲	Design Vaccine Inform...	0.5 days?	7/1/21 1:00 PM	7/1/21 5:00 PM	21	Jing Chen	
19	🔲	Design Vaccine Invent...	0.5 days?	7/2/21 8:00 AM	7/2/21 1:00 PM	21	Jing Chen	
20	🔲	Design Report Portal	0.5 days?	7/5/21 8:00 AM	7/5/21 1:00 PM	21	Jing Chen	
21		Approve Data Architec...	0.5 days?	6/30/21 8:00 AM	6/30/21 1:00 PM	15	Jason Sinchi	
22		Approve Scheduling Po...	0.5 days?	7/5/21 8:00 AM	7/5/21 1:00 PM	16	Jason Sinchi	
23		Approve Resident Port...	0.5 days?	7/1/21 8:00 AM	7/1/21 1:00 PM	17	Jing Chen[60%];Product O...	
24		Approve Vaccine Infor...	0.5 days?	7/2/21 8:00 AM	7/2/21 1:00 PM	18	Jing Chen[60%];Product O...	
25		Approve Vaccine Inve...	0.6 days?	7/2/21 1:00 PM	7/5/21 8:48 AM	19	Jing Chen[60%];Product O...	
26		Approve Report Portal...	0.6 days?	7/5/21 1:00 PM	7/6/21 8:48 AM	20	Jing Chen[60%];Product O...	
27		**Build**	**7.5 days?**	**7/6/21 8:48 AM**	**7/15/21 1:48 PM**	**14**		
28		Build DDL	3 days?	7/6/21 8:48 AM	7/9/21 8:48 AM	21	Yun Chen	
29		Build Data Processes	2 days?	7/9/21 8:48 AM	7/13/21 8:48 AM	28	Engineer[50%];Yun Chen[5...	
30		Build Scheduling Portal	1.5 days?	7/13/21 8:48 AM	7/14/21 1:48 PM	22;29	Jason Sinchi	
31		Build Resident Portal	1.5 days?	7/13/21 8:48 AM	7/14/21 1:48 PM	23;29	Engineer	
32		Build Vaccine Informati...	1.5 days?	7/13/21 8:48 AM	7/14/21 1:48 PM	24;29	Yun Chen	
33		Build Vaccine Inventor...	1.5 days?	7/13/21 8:48 AM	7/14/21 1:48 PM	25;29	Yun Chen	
34		Build Report Portal	1.5 days?	7/13/21 8:48 AM	7/14/21 1:48 PM	26;29	Jason Sinchi	
35		Unit Testing Data	1 day?	7/13/21 8:48 AM	7/14/21 8:48 AM	29	Engineer	
36		Unit Test Portal	1 day?	7/14/21 1:48 PM	7/15/21 1:48 PM	30;31;32;33;34	Jason Sinchi	

	20 Jun 21	27 Jun 21	4 Jul 21	11 Jul 21	18 Jul 21	25 Jul 21	1 Aug 21	8 Aug 21	15 Aug 21
W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T

Aarif Munwar Jahan

Aarif Munwar Jahan

Jason Sinchi;Jing Chen

Kristin Singh

Kristin Singh

Kristin Singh

Kristin Singh

Kristin Singh

Kristin Singh[10%]

Yun Chen

Jing Chen

Jing Chen

Jing Chen

Jing Chen

Jing Chen

Jason Sinchi

Jason Sinchi

Jing Chen[60%];Product Owner[40%]

Jing Chen[60%];Product Owner[40%]

Jing Chen[60%];Product Owner[40%]

Jing Chen[60%];Product Owner[40%]

Yun Chen

Engineer[50%];Yun Chen[50%]

Jason Sinchi

Engineer

Yun Chen

Yun Chen

Jason Sinchi

Engineer

Jason Sinchi

		Name	Duration	Start	Finish	Predecessors	Resource Names	13 Jun
								S	M	T
37		**Testing**	**4 days?**	**7/15/21 1:48 PM**	**7/21/21 1:48 PM**	**27**		
38		Test Portal Integration...	4 days?	7/15/21 1:48 PM	7/21/21 1:48 PM	30	Tester 1	
39		**Deployment**	**11.9 days?**	**7/21/21 1:48 PM**	**8/6/21 1:00 PM**	**27**		
40		**Full Rollout**	**11.9 days?**	**7/21/21 1:48 PM**	**8/6/21 1:00 PM**	**27**		
41		Deploy Data Architecture	2 days?	7/21/21 1:48 PM	7/23/21 1:48 PM	37	Yun Chen	
42		Implement Portals	2 days?	7/23/21 1:48 PM	7/27/21 1:48 PM	41	Jason Sinchi	
43		Monitoring Usage	6.9 days?	7/27/21 1:48 PM	8/5/21 1:00 PM	42	Yun Chen	
44		Analyze Performance	1 day?	8/5/21 1:00 PM	8/6/21 1:00 PM	43	Jason Sinchi[50%];Yun Che...	
45		**Support**	**17.4 days?**	**7/15/21 1:48 PM**	**8/9/21 5:00 PM**	**27**		
46		Technical Documentation	2 days?	7/15/21 1:48 PM	7/19/21 1:48 PM		Engineer	
47		Training	1 day?	7/19/21 1:48 PM	7/20/21 1:48 PM	46	Engineer	
48		User Support	5.4 days?	7/27/21 1:48 PM	8/3/21 5:00 PM	42	Engineer[50%]	
49		Enhancements	4 days	8/4/21 8:00 AM	8/9/21 5:00 PM	48	Engineer[50%];Jason Sinchi...	
50		**Closing**	**1.125 days?**	**8/10/21 8:00 AM**	**8/11/21 9:00 AM**	**49**		
51		Final Project Report	0.5 days?	8/10/21 8:00 AM	8/10/21 1:00 PM		Aarif Munwar Jahan	
52		Final Project Presentation	0.5 days?	8/10/21 8:00 AM	8/10/21 1:00 PM		Kristin Singh	
53		Final Project Retro	0.125 days?	8/11/21 8:00 AM	8/11/21 9:00 AM		Kristin Singh	

Tester 1

Yun Chen

Jason Sinchi

Yun Chen

Jason Sinchi[50%];Yun Chen[50%]

Engineer

Engineer

Engineer[50%]

Engineer[50%];Jason Sinchi[5

Aarif Munwar Jahan

Kristin Singh

Kristin Singh

Cost

The current projected cost for labor based on the proposed schedule is $48,463. The projections are below budget, which provides us the funds to bring in additional resources if technical risks develop so that the project will finish on time.

Resources

Resources from the following teams will be involved in this effort: Design, Engineering, Product, QA, PMO, and Executive.

The project is looking to staff 1 lead designer, 3 engineers, 1 product owner, 1 test team, and 1 PMO lead.

Breakdown of Cost by Team Per Phase

	Cost	Allocation By Group
Initiation		Executive Sponsor – 100%
Planning	$4,882.00	PMO – 100%
Execution	$23,184.00	Design – 15.7% Product – 6% Engineering – 63% QA – 15.3%
Deployment	$10,948.00	Engineering – 100%
Support	$8,924.00	Engineering - 100%
Closing	$525.00	Executive Sponsor – 44% PMO – 66%

Resource Table

Team Member	Group	Email Distro
Aarif Munwar Jahan	Executive	VacLife.Execs@crocagile.com
Kristin Singh	PMO	VacLife.PMO@crocagile.com
Jing Chen	Design	VacLife.Design@crocagile.com
Yun Chen	Engineering	VacLife.Engineer@crocagile.com
Jason Sinchi	Engineering	VacLife.Engineer@crocagile.com
Engineer	Engineering	VacLife.Engineer@crocagile.com
Product Owner	Product	VacLife.Product@crocagile.com
Tester	QA	VacLife.QA@crocagile.com

Section D: Citations/References

Schwalbe, K. (2019). *Information technology project management*. Course Technology, Cengage Learning.

Jahan, A. M., Wong, E., Chen, S. F., Worotikan, G., & Chen, K. Y. (2021). (rep.). *Final Report - VacLife*. New York, New York: Self.

Section E: Appendices

Appendix A – Status & Progress Report

Project Title:	VacLife - Phase I	Reporting Period Start Date:	6/14/2021
Project Team:	Crocagile	Reporting Period End Date:	6/27/2021
Prepared by:	Jason Sinchi	Date prepared:	6/27/2021

Project Status				
Indicate status of each project metrics				
Metrics	Green (On-track)	Yellow (At risk)	Red (Off-track)	Comment
Scope		Yes		We believe that some features we hope to implement will be out of scope as we go deeper into the execution phase
Schedule	Yes			Future processes captured accurately
Cost	Yes			Funds accurately allocated
Quality	Yes			Clear Quality assurance definitions to ensure best quality product

Tasks completed this reporting period				
Indicate all tasks completed during the reporting period.				
Team Member	Tasks Completed	Date Completed	Number of Tasks	% of Total Tasks
Aarif Munwar Jahan	Executive Summary, Business Case, Project Charter	6/20/2021	3	27%
Jason Sinchi	Project Management Plan	6/21/2021	2.5(with Jing)	23%
Jing Chen	Project Management Plan	6/21/2021	2.5(with Jason)	23%
Kristin Singh	Project Plan	6/21/2021	1	9%
Yun Chen	Stakeholder Register, Stakeholder Management	6/20/2021	2	18%
		Total Tasks	**11**	**100%**

Tasks planned for next reporting period
Indicate all tasks planned for the next reporting period.
For the next reporting period we will be working on executing our website, which involves carrying out the details presented in our Project Charter.

Change Control		
Indicate any major change planned and/or completed during the reporting period.		
Change Description/Impact	**Responsible Person**	**Completion Or Due Date**
N/A		

Issues Log				
List any issue impacting the project during the reporting period.				
#	**Description/Impact**	**Status** 1. Open 2. Work in Progress 3. Resolved **4.** No Action Needed	**Assigned to**	**Date Resolved**
	N/A			

Project Team Members Names and Digital Signature:

Name (print)	Signature	Date
Jason Sinchi	Jason Sinchi	6/27/2021
AARIF MUNWAR JAHAN	ammunwarjahan	6/27/2021
Kristin Singh	*[signature]*	6/27/2021
Yun Chen	Yun Chen	6/27/2021
Jing Chen	Jing Chen	6/27/2021

Appendix B – Lessons Learned Report

#	Statement
1.	What things the team did well? Our team has strong communication. We are always in constant contact if anything has been completed, or if there are any questions that need to be cleared up. We were also able to complete our assigned tasks by the set date.
2.	What things the team did not do well and why? Our team did not meet, formally, as frequently as we should have. WhatsApp is a great space for quick responses, but there could have taken some time to meet and talk about any ideas we may have on how to approach the deliverable.
3.	What things and how the team plans to improve for the next deliverable? For the next deliverable we hope to feel more comfortable around each other in order to share our ideas freely. We will also hold more Zoom calls to ensure that there is also a professional environment present.

Complete the table with the most appropriate responses.

Section F: Integrity Statement & Signature

Project Name:	Project Team:
VacLife – Bridging Gaps Between COVID-19 Vaccine Supply and Demand	**Crocagile**

Code of Conduct: As a project team, we will:

- Work together, prevent any problems, and constructively and respectfully resolve any differences.
- Keep all team members fully informed of any project related information.
- Always consider what is within the best interest of the entire project team.
- Prepare and submit all work in a neat, organized, and professional manner, and will represent work performed by the team, and not copied or done by other people.
- Conduct all project work in an ethical and honest manner, and not place the project and team members at risk with any preach in policies on academic dishonesty.

Participation: We will:

- Participate equally, fully, and honestly in all project activities and duties.
- Always work together to provide the highest quality deliverables, with each member fulfilling their responsibilities and providing the highest quality work.
- Encourage diversity in our work and be open to new ideas and ways of doing things.
- Inform the team in advance when individual members are unable to make a meeting or may have an issue completing a given task on time.

Communication: We will:

- Determine as a team, the best ways, and times to communicate, using the most appropriate effective communication method and meeting options available to all team members.
- Keep all discussions focused on the project and present all ideas and thoughts in a manner that will benefit the entire team.
- Work together to meet our project schedule and deliver all work on time.

Problem Solving: We will:

- Give everyone the opportunity to participate in solving problems.
- Provide constructive feedback, and focus on resolving any issues, and not blame or criticize anyone.
- Aim to build on each other's ideas and suggestions.

Meeting Guidelines: We will:

- Plan to meet as needed, face-to-face or virtual, at a time convenient to each member
- Include all team members in all meetings, and equally and willingly share information and duties during each meeting.

- Record our meeting minutes in a Team Meeting Log and distribute them to the team in a timely manner, clearly identifying the decisions made and action items.

Project Team Members Names and Sign-off:

Name (print)	Sign-off on Team Contract	Date
AARIF MUNWAR JAHAN	**ammunwarjahan**	**06/20/21**
JASON SINCHI	**Jason Sinchi**	**6/27/2021**
Kristin Singh	*K Singh*	**6/23/2021**
Yun Chen	**Yun Chen**	**6/24/2021**
Jing Chen	**Jing Chen**	**6/24/2021**

Section G: Meeting Minutes

Meeting 1

Meeting/Project Title:	VacLife - Phase I	Group Name/No.	Crocagile
Meeting Date: (MM/DD/YY)	06/14/21	**Start Time:**	7:30pm
Meeting Type:	**Face-to-Face __ / Virtual _X_**	**End Time:**	8:10pm
Facilitator:	Aarif Munwar Jahan	**Minutes Taker:**	Jason Sinchi

1. Meeting Objective

For our first meeting our objectives were as follows:
- Group member introductions
- Agreed on method of communication
- Go through Deliverables document and Chapter 3 by 6/17
- Finish documentation by 6/22
- Finish slides by 6/25
- Finish presentation by 6/27

We set reasonable dates to complete each of these tasks. We hope to conduct another Zoom call on 6/17 to discuss the project deliverables, as well as the Chapters assigned.

2. Attendance

Name	In Attendance (Y/N)	Reason for Absence
Jason Sinchi	Y	
Aarif Munwar Jahan	Y	
Jing Chen	Y	
Yun Chen	Y	
Kristin Singh	Y	

3. Agenda, Decisions, Issues

Discussion Notes	Discussion led by
Each group member took some time to introduce themselves. Allowed for an understanding of everyone's level in terms of project management experience.	All group members
Discussed action items and set dates for our future meetings.	All group members

4. Action Item/Task Assigned

Activity	Assigned To	Due Date
Project deliverable and Chapter readings.	All group members	6/17/2021

5. Next Meeting

Date:	6/17/2021	Time:	10:15PM	Meeting Type:	Face-to-Face ____ / Virtual __X__
Objective:	Go over tasks due by the next meeting. Discuss the project deliverables and any questions between our group.				

Project Team Members Names and Signature:

Name (print)	Signature	Date
Jason Sinchi	Jason Sinchi	6/14/2021
AARIF MUNWAR JAHAN	Ammunwarjahan	6/14/2021
Kristin Singh	*K Singh*	6/14/2021
Yun Chen	Yun Chen	6/14/2021
Jing Chen	Jing Chen	6/14/2021

Meeting 2

Meeting/Project Title:	VacLife - Phase I	Group Name/No.	Crocagile
Meeting Date: (MM/DD/YY)	06/16/21	Start Time:	10pm
Meeting Type:	Face-to-Face __ / Virtual _X_	End Time:	10:15pm
Facilitator:	Aarif Munwar Jahan	Minutes Taker:	Jason Sinchi

1. Meeting Objective

In our second meeting we discussed the project deliverables and chapter reading.

We also went over the following action items:
- Assigned work to members of the group
- Decided on following a Waterfall lifecycle for the project
- Scheduled completion of parts by the following deadline - 6/22
- Finish Slides by 6/25
- Finish Presentation Recording by 6/27

2. Attendance

Name	In Attendance (Y/N)	Reason for Absence
Jason Sinchi	Y	
Aarif Munwar Jahan	Y	
Jing Chen	Y	
Yun Chen	Y	
Kristin Singh	Y	

3. Agenda, Decisions, Issues

Discussion Notes	Discussion led by
We assigned parts to everyone in the group.	All group members
We agreed to have our parts done by the 22nd and will hold a Zoom call to go over anything.	All group members

4. Action Item/Task Assigned

Activity	Assigned To	Due Date
Executive Summary, Business Case, Project Charter	Aarif Munwar Jahan	6/22/2021
Project Management Plan	Jing Chen	6/22/2021
Project Management Plan	Jason Sinchi	6/22/2021
Stakeholder Register, Stakeholder Management	Yun Chen	6/22/2021
Project Plan	Kristin Singh	6/22/2021

5. Next Meeting

Date:	6/22/2021	Time:	10pm	Meeting Type:	Face-to-Face ____ / Virtual __X__

Objective:	To come together as a group and discuss any issues encountered when completing our tasks. Getting ready to discuss how we are going to format our presentation and preparing a date to record our presentation for submission.

Project Team Members Names and Signature:

Name (print)	Signature	Date
Jason Sinchi	Jason Sinchi	6/16/2021
AARIF MUNWAR JAHAN	Ammunwarjahan	6/16/2021
Kristin Singh	*K Singh*	6/16/2021
Yun Chen	Yun Chen	6/16/2021
Jing Chen	Jing Chen	6/16/2021

Meeting 3

Meeting/Project Title:	VacLife - Phase I	Group Name/No.	Crocagile
Meeting Date: (MM/DD/YY)	06/24/21	Start Time:	9:30pm
Meeting Type:	Face-to-Face __ / Virtual _X_	End Time:	10pm
Facilitator:	Aarif Munwar Jahan	Minutes Taker:	Jason Sinchi

1. Meeting Objective

Crocagile met to discuss our next steps in creating our powerpoint presentation. We were talking about the number of slides needed to present, what to present, and who will present them.

2. Attendance

Name	In Attendance (Y/N)	Reason for Absence
Jason Sinchi	Y	
Aarif Munwar Jahan	Y	
Jing Chen	Y	
Yun Chen	Y	
Kristin Singh	Y	

3. Agenda, Decisions, Issues

Discussion Notes	Discussion led by
Discuss action items for our powerpoint presentation.	All group members
Assign presentation roles for each member.	All group members

4. Action Item/Task Assigned

Activity	Assigned To	Due Date
Populate slides in the powerpoint	All group members	6/27/2021

5. Next Meeting

Date:	6/27/2021	Time:	12pm	Meeting Type:	Face-to-Face ____ / Virtual __X__
Objective:	To have our powerpoint ready to start recording our presentation.				

Project Team Members Names and Signature:

Name (print)	Signature	Date
Jason Sinchi	Jason Sinchi	6/24/2021
AARIF MUNWAR JAHAN	Ammunwarjahan	6/24/2021
Kristin Singh	*(signature)*	6/24/2021
Yun Chen	Yun Chen	6/24/2021
Jing Chen	Jing Chen	6/24/2021