Vanier College

Faculty of Science and Technology

System Development

420-436-VA

Team Logbook 01

Red Team

Alexander Nguyen

Ryan Dong

Gideon Eleboda

Shahzaib Ahmed

We, the Red Team, certify that this assignment is our own work

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Meetings

First Meeting

Tuesday, 28th of January, 2025
Attendance:

- Ryan Dong
- Alexander Nguyen
- Shahzaib Ahmed
- Gideon Eleboda

Decisions:

> Per Ryan's suggestion of creating a website for a local charity for which he knows the coordinators, it has been decided unanimously that we will be taking up on the offer.

> Splitting the work for website:

- Ryan:
    - Frontend
    - Backend
- Alexander:
    - Frontend
    - Backend
- Gideon and Shahzaib
    - Database

> Need another meeting with the client about requirements for Deliverable 01/02

> Since Ryan is the main point of contact, he must organize meetings/arrangements with them.

Work done:

- Before the meeting:
    - Ryan spoke with the Miles for Hope charity regarding if it would be possible to create a website for them.
- Organized when to meet again and what our next steps will be:
    - Meet with the client to confirm our services.
    - Finalize technical details (Tech stack, etc.)

Second Meeting

Saturday, 1st of February, 2025
Attendance:

- Ryan Dong
- Alexander Nguyen
- Shahzaib Ahmed
- Angie Xiong
- Other helpers for the charity

Decisions:

> The team has got full confirmation with the client as to what we will be doing and what is needed of us. We've been given a **deadline for Mid-March**

> We must meet again very soon to finalize technical details so we can start working on the website ASAP, to meet the deadline.

Work Done:

- Before the meeting:
  - Alexander, Ryan, and Shahzaib made a list of questions to ask the client for Deliverable 01

- Research on how to develop the website (technical details)

Work done outside of Meeting 02 before the next meeting

Between the 1st and 4th of February

Work done:

- **Entire team** collaborated on Deliverable 01:
    - Completing all the requirements necessary given in the template.

- **Ryan** focused on compiling the Team Logbook and coordinating updates with the team and client.

- **Alexander** focused on creating the MS Project to optimize our productivity

- **Shahzaib** focused on the Minutes Documentation, providing proper logs.

- **Gideon** focused on the Agenda Documentation, providing guidance for future meetings.

By 4th of February:

Student	At home, separately	In class, together
Ryan Dong	> Worked on Personal Journal and Peer evaluation > Contacted client for further requirements	> Decided on requirements of website > Research on technical details
Alexander Nguyen	> Worked on Personal Journal and Peer evaluation	> Organized roles of teammates > Research on technical details
Gideon Eleboda	> Worked on Personal Journal and Peer evaluation	> Organized roles of teammates > Research on technical details
Shahzaib Ahmed	> Worked on Personal Journal and Peer evaluation	> Organized roles of teammates > Research on technical details

<u>Before Meeting 03:</u>

- Review Deliverable 01 submission checklist.
- Assign tasks for Deliverable 02 (prototype development).
- Schedule client demo for mid-March.