Vanier College

Faculty of Science and Technology

**System Development 420-436-VA (Sect. 00001)**

Team Logbook 01

**Grey Team**

Alexandre Pham

Wayne De Leon

Gennaro Finelli

Mohammed Hosein Ali

In collaboration with CyberStation

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

**(Code from our eCommerce class will be used for certain features of this project)**

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

I, Gennaro Finelli, student ID# 2268107, certify that I have contributed to this deliverable, G.F

I, Mohammed Hosein Ali, student ID# 2055295, certify that I have contributed to this deliverable, M.H.A

I, Alexandre Pham, student ID# 2048017, certify that I have contributed to this deliverable, A.P

I, Wayne De Leon, student ID# 2179710, certify that I have contributed to this deliverable, W.D

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# Meetings

## First Meeting (Class)

**2024-08-22**

**Attendance:**

* Alexandre Pham
* Wayne De Leon
* Gennaro Finelli
* Mohamed Hosein Ali

**Decisions (4:00PM – 5:30PM):**

> Introducing each other (3 minutes)

> How we will communicate (3 minutes)

> About client (3 minutes)

> About type of project (3 minutes)

> About technologies to use (5 minutes)

> Availabilities (3 minutes)

> Discussing tasks (5 minutes)

> Looking over templates and course outlines (35 minutes)

> Working on templates (30 minutes)

Tasks/TODO before next meeting:

* Alex: Finish template for team logbook and write first meeting on team logbook.
* Gennaro: Finish template for deliverable 01

Deliverable 01 Due Date: ***2024-08-31***

**Work done:**

* Found Client
* Found way of communicating
* Communicated availabilities
* Identified Problem of Project

## Second Meeting (Class)

**2024-08-27**

**Attendance**:

Absent: Wayne De Leon (Dentist Appointment)

* Alexandre Pham
* Gennaro Finelli
* Mohamed Hosein Ali

**Decisions (3:00PM – 3:45PM):**

> Downloading Project Application (Mohammed: 5 minutes)

> Making the deadlines in Project Application (Mohammed and Gennaro: 40 minutes)

> Worked on team logbook second meeting and updating logbook template (Alex: 40 minutes)

> What to do for next meeting (5 minutes)

> Worked a bit on the Deliverable 01 (Gennaro, 5 minutes)

Tasks/TODO before next meeting:

* Mohammed: Finish Project Plan

**Work done:**

* Mohammed: Started on the Project Plan deadlines/critical paths
* Alex: Wrote about second meeting in team logbook
* Gennaro: Helped Mohamed with Project Plan

Deliverable 01 Due Date: ***2024-08-31***

## Third Meeting (Class)

**2024-08-29**

**Attendance:**

* Alexandre Pham
* Wayne De Leon
* Gennaro Finelli
* Mohamed Hosein Ali

**Decisions (12:00PM – 3:00PM):**

> Discuss what tasks we need to do (10 minutes)

> Finish Client/Sponsor (Gennaro, 20 minutes)

> Alex (teacher) verifies our work (10 minutes)

> Ronald and Alex verify (teachers) with our project (10 minutes)

> Finish Executive Overview (Gennaro, 30 minutes)

> Verify what everyone is doing and if their doing correctly (Alex, 5 minutes)

> Finish Meeting Schedule (Wayne, 15 minutes)

> Finish the Communication (Alex, 15 minutes)

> Work on Project Plan (Mohammed, 150 minutes)

> Finish Contact Information (Alex, 10 minutes)

> Finish Client Contact (Gennaro, 10 minutes)

> Finish Synchronous Meetings (Wayne, 15 minutes)

> Finish Areas of Responsibility (Wayne, 20 minutes)

> Finish Reports (Wayne, 20 minutes)

> Finish team logbook (Alex, 120 minutes)

> Wayne helps Alex with Team Logbook, Areas of Responsibility (Alex and Wayne, 2 minutes)

> Area of Responsibility, verify everything is good (15 minutes)

Tasks/TODO before next meeting:

* Mohammed: Finish Project Plan, figure out who does what responsibility

**Work done:**

* Before the meeting:
* Mohammed: Contacted client for their information

Deliverable 01 Due Date: ***2024-08-31***

## Work done outside of meeting

**Between the 23rd of August and 31th of Deliverable 01**

- Alex: Completed template for team logbook. Wrote about first, second, and third team meeting in team logbook.

- Gennaro: Completed Deliverable 01 Template.

- Mohammed: Contacted client.

**22nd of August – At school:**

* Alex:
* Started Team logbook
* Genarro
* Finished Deliverable 01 Template
* Mohammed
* Found Client

**24th of August – At home:**

* Alex:
* Wrote about First Meeting in Team Logbook and edited template

**27th of August – At home:**

* Alex:
* Wrote about Second Meeting in Team Logbook and edited template

**29th of August – At school together:**  
> Finished Deliverable 1

> Finished Team Logbook

> Finished Project Plan

* Alex:
* Team Logbook, Deliverable 01 (Communication, Contact Information), Area of Responsibility
* Wayne:
* Deliverable 01 (Meeting Schedule, Synchronous Meetings, Areas of Responsibility, Reports), Area of Responsibility
* Genarro
* Deliverable 01 Template, Deliverable 01 (Executive Overview, Client/Sponsor, Client Information), Area of Responsibility
* Mohammed
* Project Plan, Found Client, Contacted Client, Area of Responsibility

**23rd - 31th August:**

|  |  |  |
| --- | --- | --- |
| **Student** | **At home, separately** | **In class, together** |
| **Alex** | * Team logbook template * First Meeting * Second Meeting * Third Meeting | * Team logbook template * First Meeting * Second Meeting * Third Meeting * Deliverable 01 (Communication, Contact Information) |
| **Wayne** | N/A | * Deliverable 01 (Meeting Schedule, Synchronous Meetings, Areas of Responsibility, Reports) |

|  |  |  |
| --- | --- | --- |
| **Genarro** | * Finish Deliverable 01 Template | * Finish Deliverable 01 Template * Finish Deliverable 01 (Executive Overview, Client/Sponsor, Client Information) |
| **Mohammed** | * Contact with Client | * Project Plan |

Before Meeting 04:

* None, wait for class about User Stories