**TEAM DEVELOPMENTALITY**

**WEEK 3 Deliverables Discussions**

**April 10, 2023**

**Moderator:** Mikedale B. Dellera

**Minutes Taker:** Princess Joy H. Ferrer

ATTENDANCE:

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| Full Name | Duration | Email | Role |
| Princess Joy Ferrer | 56m 9s | phferrer@student.apc.edu.ph | Presenter |
| Jakerson Bermudo | 56m 1s | jbbermudo@student.apc.edu.ph | Organizer |
| Carl James Garcia | 55m 56s | cagarcia@student.apc.edu.ph | Presenter |
| Mikedale Dellera | 54m 51s | mbdellera@student.apc.edu.ph | Presenter |
| Wilkins Caducio | 54m 45s | wvcaducio@student.apc.edu.ph | Presenter |
| Rark Mowen Alcantara | 42m 31s | rlalcantara@student.apc.edu.ph | Presenter |

**AGENDA**

1. Discussion on team roles and responsibilities:
   * Project Manager - Mikedale B. Dellera
   * Product Owner – Wilkins V. Caducio
   * Scrum Master – Jakerson B. Bermudo
   * Documentation Manager – Princess Joy H. Ferrer
   * Scrum team members:
     + Rark Mowen L. Alcantara
     + Carl James Garcia
2. Group discussion on:
   * What problem are you solving?

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| 1. **Long Processing Time** - The minimum number of processes the barangay can cater per day is 50. An average of 15 to 20 minutes is the processing time for the documents in the barangay, according to the barangay secretary. Considering the time to fill out the application form and getting in line, the processing time can increase from 30 minutes to 1 hour, depending on how long the line is. 2. **Risk of acquiring disease/s** – To request documents in the barangay, the residents will need to go to the barangay to request the needed documents personally. Personal requests will put the client and the residents at risk of contracting a disease due to social distancing concerns. 3. **Common errors using manual input** - The barangay secretary estimated that 4 out of 10 recorded data have errors. She identified that the causes of these errors are due to the input of the residents. Manual input of the residents in the application form is prone to typographical errors and illegible handwriting. 4. **A manual search of records in the database** – Due to having a physical file storage/database, the barangay has no way to automatically search records within the barangay. The barangay secretary and her department will need to manually dig into the physical file storage to find a single record that they need. 5. **Unsecured data** – The barangay does not have a secured database in the cloud; instead, they have multiple physical file storage. This makes it prone to many workplace hazards making the data unsafe/unsecured and exposed to danger. |

* + How are you going to solve this problem?

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| * To create a web application that can handle online document requests that will reduce the barangay residents processing time and time consumption by up to 80%. * To help the community, especially the vulnerable residents such as PWDs and senior residents, to lessen the risk of acquiring contagious diseases such as COVID-19 by requesting barangay documents by applying through the web app that lessens their direct contact with other people. * To create online forms to remove errors regarding illegible handwriting and reduce manual input errors by up to 90% through proper guidance in each part of the information to be filled out on the form. * To provide barangay staff with real-time insights regarding the number of requests per day, number of pending requests/s, number of online requests, and number of registered accounts by going through a statistics dashboard/page. * To build a secure and safe storage location for data using the cloud, which saves data over the internet, and this can only be accessed by the administrator, or the barangay staff itself by logging in to the account, making it 90% more secure than using filing cabinet/s. * To develop a web application that provides timely, accurate, and trustworthy information verified and approved by the barangay and its officials to the community. |

* + What's your plan?

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| The proposed solution of the team to the client is to build a centralized and live web application for their barangay residents that have distinct functions:   1. **About Us** – where the Barangay South Signal Village information will be posted, such as the barangay profile, including the history of the barangay, mission, vision, demography, and the organizational chart of the barangay officials. 2. **Safety Section** – where the safety guidelines are posted and the Map Book of the barangay (provided by the Philippine Red Cross), which includes the base map, capacity map, vulnerability map, land use map, historical hazard map, and flood hazard map. 3. **Contacts** – where the contact information of the barangay is displayed, such as the barangay hotlines and emergency hotline. It also includes the embedded Google map of the Barangay South Signal Village Office that can be used to track the barangay's location. 4. **Requirements Guidelines** – wherein all the available documents that can be requested are listed, including how much it will cost, instructions for manual request, estimated time of the process, and the requirements needed.   In the proposed project of the team, the resident can register in the web application wherein they will have their resident dashboard that will utilize the functions of the barangay's web app, such as:   1. **Online Request** – the registered residents can request barangay documents online without personally going to the barangay. After the resident submits their request online, the web app will send an email that will notify them and include the tracking key of their request. 2. **Submitting a Concern** - the registered residents can inquire and report any problem or incidents near the barangay. 3. **Track a Request** – the registered residents can track the status of their requested documents and submitted concerns by inputting the track key given by the system. 4. **Transaction History** - the registered residents can see all his/her transactions using their assigned barangay account.   The web app will provide an alternative translation for each part of the application form in Filipino for the constituents to understand the form better.  The web app will also send an email to the constituents requesting documents/submitted concerns for them to be updated on their request/query status.  In our proposed solution, the team will also implement different roles for the barangay side, namely as the Barangay Secretary, Web-App administrator, and the Barangay Captain, wherein they will have their dashboard with different tasks and functions such as   1. processing the online requests and concerns of the residents, 2. manage the barangay employee accounts and resident's account in the web application, 3. generating reports, and 4. managing web applications.   To develop a web app that provides information about the barangay and online service/s for their community more efficiently, effectively, and transparently. |

* + How will you know when you're done?

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| the web app should be functional, secure, and user-friendly. The best way to determine if the web app is "done" is to have a clear understanding of the project requirements and expectations and ensure that all stakeholders are satisfied with the final product. This would mean that the web app is approved and handed over to the clients. |

* + How do we measure how well did the project go?

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| * The project should pass functional testing process, in which the team, along with any client representatives and some IT professionals, will evaluate the functionality of the program, determining whether the function is performing according to the required specification. * The project must be accomplished without disturbance to the client’s operations. * One of the objectives that the team are aiming for this project is to polish the overall system as well as its design, right now the team estimated that the web is 95% complete. * Another objective the team would focus on is identifying and fixing bugs. The goal may be to fix at least 99% of all identified bugs. |

1. Discussion on deliverables:
   * Distribution of project parts:
     + Business Case

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| 1. Executive Summary - DALE 2. Issue - CESS 3. Anticipated Outcomes - JAKE 4. Recommendation - CARL 5. Justification - KINS 6. Business Case Analysis Team - CESS 7. Problem Statement - RARK AND DALE 8. Organizational Impact - RARK 9. Technology Migration - JAKE 10. Project Overview - KINS 11. Project Description - KINS 12. Goals and Objectives - DALE 13. Project Performance - CARL 14. Project Constraints - RARK 15. Major Project Milestone - CESS 16. Strategic Alignment - DALE AND CARL 17. Cost Benefit Analysis - KINS, JAKE AND CESS 18. Alternatives Analysis (RARK) |

* + - Project Charter – update the project charter created last term by everyone tomorrow.
    - Stakeholder Management Strategy Plan

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| 1. Introduction - CARL 2. Identify Stakeholders - KINS 3. Key Stakeholders - CESS AND RARK 4. Stakeholder Analysis - JAKE AND DALE |

* + Setting of deadlines
    - * Before April 16, 2023