

RED TEAM

Red Team Team Logbook Journal

Team Members:	Email:	Contact #:
Patrick Larocque Team Leader for Deliverable #1	0879202@edu.vaniercollege.qc.ca	819-239-8520
Li Yu	2295012@edu.vaniercollege.qc.ca	514-578-0608
Gerasimos Vlassopoulos	2295049@edu.vaniercollege.qc.ca	438-878-8328
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CHECKLIST FOR DELIVERABLE #1 REPORT TO FOLLOW "Project Planning":

- ☒ **Front matter (Total 10 marks):**
 - ☒ Cover Page;
 - (1 mark) project title,
 - (1 mark) date,
 - (1 mark) team name,
 - (1 mark) names of all team members,
 - (1 mark) name of client/sponsor organization, (if available)
 - (1 mark) client contact name(s), (if available)
 - ☒ (2 marks) Statement of Previous Works
 - ☒ (2 marks) Table of Contents.
- ☒ **(5 marks) Executive Overview**
- ☒ **Identified a client/sponsor (Total 10 marks):**
 - ☒ (3 marks) Brief description of client/sponsor & potential user(s) to be served by proposed system.
 - ☒ (3 marks) Include computer skills/literacy for client/sponsor & potential user(s).
 - ☒ (4 marks) Description/statement of business problem to be solved by the implementation project.
- ☒ (1 mark for each one contacted, up to ten) **Brief description of different potential clients that was contacted, & why are they unsuitable/did not want assistance.**
- ☒ **Brief description of how your team is to be organized (Total 22 marks):**
 - ☒ (2 marks) Regular team meetings (when and where, include a sample agenda)
 - ☒ (1 mark) Online repositories (which ones?)
 - ☒ (2 marks) Communications strategy (how team members are going to communicate with each other, what policies you have established).
 - ☒ (2 marks) When and how will you meet synchronously?
 - ☒ (13 marks) Areas of responsibility
 - ☒ (6 marks) Client contact

CHECKLIST FOR DELIVERABLE #1 – Project Planning (continued):

- ☒ **(7 marks) Reports (who will make sure that the reports are prepared properly, and on time, for each deliverable).**
- ☒ **Contact information (Total 2 marks):**
 - ☒ (1 mark) Email addresses for each team member.
 - ☒ (1 mark) Cell or other telephone number for each member.
- ☒ **Project Plan, in the form of a Gantt chart (Total 11 marks):**
 - ☒ (2 marks) the task name and explanation,
 - ☒ (2 marks) estimated work time,
 - ☒ (2 marks) start and completion dates,
 - ☒ (2 marks) sequence and parallel nature of project steps,
 - ☒ (2 marks) resource assignments for each step.
 - ☒ (1 mark) Include a PDF of the project plan as part of the deliverable.
- ☒ **Formatting (Total 7 marks):**
 - ☒ (3 marks) Make sure the entire report is correctly spelled/grammatically correct.
 - ☒ (3 marks) Make sure the entire report is well formatted (appropriate headers and footers, suitable headings and sub-headings, consistent page numbers, etc.)
 - ☒ (1 mark) Submit one PDF for the entire deliverable.

Red Team | Meeting 1

Location: Virtual – Microsoft Teams

Type of Meeting: General

Date: Friday, September 2nd, 2022

Attendees: Patrick Larocque, Li Yu, Gerasimos Vlassopoulos,
Chi-Tao Li, Murat Osmonov.

Start Time: 9:30am | **End Time:** 11:30am

----- MEETING AGENDA / MINUTES -----

Discussion Topics:	Time Allocated:
▪ Introduction, Meeting Schedule & Team communication strategy	20 minutes
▪ Potential Clients and Leads	10 minutes
▪ Deliverable 1 Tasks Work Distribution	1 hour
▪ Future Meetings	25 minutes
	15 minutes

----- TEAM DISCUSSIONS -----

Introductions, Meeting Schedule, Communication Strategy:

9:30am to 9:50am

Decisions:

- General introductions and greetings.
- Established strengths and weaknesses for the project.
- Gerasimos requests that meetings take place during the day, prior to 5pm, or weekends, given prior obligations.
- Meetings would take place on Tuesday and Thursday mornings; Mondays, Wednesdays, and Fridays during allotted class time, or from 12pm to 3pm are also suitable. Weekend days may be electively used.
- Team will maintain professionalism and work together to the best of their abilities.
- Team consensus on online platform: Virtual calls for general meeting works best. Client meetings to be decided in the future.

Events:

- Unanimous vote on decision for schedule time for meeting, online repositories, and communication strategies/policies.
- Familiarize with file AEC_Project_Teams.pdf on Léa Omnivox.

Potential Clients and Leads:

9:50am to 10:50am

Potential Clients & Leads:

<u>Company / Service Provided</u>	<u>Business Problem</u>	<u>Location</u>	<u>Proposed by:</u>
My Creative Break – Team Building Services	Managing existing/repeat clients is a systemic manner. Re-selling or re-booking experiences.	Downtown	Chi-Tao
Manoir Ramezay – Hotel Service	They do not have good analytics with regards to their past bookings. They would like to keep track of how much they are earning on a year-to-year basis, they would like to keep track of which seasons are most profitable and busy for their business. There is no crosstalk between their booking platforms. A booking through a third party does not update their actual availabilities on their website.	Chambly	Li Yu
A Logistic company	Contact did not follow-up; Potential database issue?	Vancouver & Montreal	Li Yu
Pendelli Pizza - Restaurant	Inventory Management problems: Over and under ordering products, either wasting product or running out and thus losing money.	Montreal	Gerasimos
Depanneur (same owner as Pendelli's Pizza)	Same as above.	Montreal	Gerasimos
Family contact – Import/Export Business	Problem keeping track of supplier inventory and managing shipping requests from international locations.	Asia	Patrick

Decisions:

- Prior to first official meeting, it was already established that members will identify 1-2 potential clients & their business problems to be presented to the team.
- Murat to continue finding some leads for project.
- Li Yu's proposal for "Manoir Ramezay" appeared to have majority interest.

Events:

- After debate and deliberation, there are potential companies to move forward with for the project unless a better opportunity comes along.

Deliverable 1 Tasks Work Distribution:

10:50am to 11:30am



Decisions:

- Patrick → Team Leader for this deliverable as assigned by professor; Formatting; Compiling components of the report; Team Journal and minutes;
- Chi-Tao → Help with formatting; To initiate Gantt Chart/WBS section.
- Other components will be distributed after a client has been agreed upon.



Event:

- Initiated design and structure for Journal
- Initiated Gantt Chart on MS Excel.

----- PLANNING -----

Action Items:	Assigned to:	Target Date:	Status:
Follow-up with Potential Clients	All members	September 7th, 2022	In Progress
Schedule Next Meeting	All members	September 4 th , 2022. 10am EST	Completed
Gantt Chart Template	Chi-Tao	September 5 th , 2022	In Progress

----- FUTURE MEETING & GOALS -----

Sunday, September 4th at 10am.

Any updates will be discussed during this meeting.

Red Team | Meeting 2

Location: Virtual – Microsoft Teams

Date: Sunday, September 4th, 2022

Attendees: Patrick Larocque, Li Yu, Gerasimos Vlassopoulos, Chi-Tao Li

Start Time: 10:00am | **End Time:** 11:30am

----- MEETING AGENDA / MINUTES -----

Discussion Topics:

- Update from Potential Clients
- Deliverable 1 Tasks continued
- Tools and Collaboration
- Future Meetings

Time Allocated:

40 minutes
15 minutes
30 minutes
5 minutes

----- TEAM DISCUSSIONS -----

Update from Potential Clients:

10am – 10:40am



Updates:

- Chi-Tao's updates on "My Creative Break" affirms that they are always available to discuss. Current process is a mix of cold calls (phone call and door to door), word of mouth, referrals. Clients who are acquired are added to an email list and kept up to date via newsletters. They are struggling to keep organized with respects to existing clients.
- Gerasimos's update on "Pandelli's Pizza" on their history and provided website found [here](#). Gerasimos has concerns that the owner is too busy and perhaps not very available for back-and-forth with the team. Team decided to abandon this choice.
- Li's update on "Manoir Ramzey" to better understand needs. Li provided documents summarizing conversation with client and provided a document and the points therein. It can be found [here](#). Li found their website. Click [here](#) for a link for team to assess.



Decision:

- Li's proposal of hotel business "Manoir Ramzey" further solidifies team's choice to be proposed to professor for approval.



Events:

- Li contacts client from Manoir Ramzey during meeting time to get their consent to use them for the project.
- Chi-Tao contacts client from "My Creative Break" & Gerasimos contacts client from "Pandelli's Pizza" for consents as back-up plan.
- Patrick creates poll on MS Teams chat for team to vote on primary client to present in class.

Tools and Collaboration

10:40am – 11:10 am



Decisions:

- Team to use GitHub mainly moving forward to share files and work collaboratively and make collective changes as needed.
- Use of MS Teams to send drafts of documentation.
- Team agrees to meet during allotted class time on Wednesday, September 7th, 2022, at 11am EST to work on missing components to be organized and distributed.
- Chi-Tao agreed to initiate GitHub Repository



Events:

- Debated on which tools team is familiar with (i.e.: Project management software, programming software).
- Evaluating skills and proficiencies levels of each member's programming.
- Debated which potential tech stacks can be used.

Deliverable 1 Tasks Work Distribution (Continued):

11:10am – 11:30am



Decisions:

- Additional updates from each of the perspective clients is needed to render a final decision on which client to move forward with.
- The team agrees to discuss each potential client up for discussion with the professor, to get advice and a better sense for which client is most suitable for the scope of this project.
- Some of the team members are concerning with writing and presenting tasks, given the fact that English is their second language. A compromise is possible and each team members agrees to contribute and help to make tasks as seamless as possible.
- Agreed to clarify with professor if Gantt chart can be on MS Excel.
- Team given until tomorrow to decide which section in the report will be assigned to.



Event:

- Tentative Gantt Chart from Excel's design is finished, pending approval by team.
- Meeting cut short due to prior obligations. Distribution of workload to be finalized next class.

----- PLANNING -----

Action Items:	Assigned to:	Target Date:	Status:
Follow-up With Potential Clients	All members	September 7 th , 2022	In Progress
Gantt Chart Design	Chi-Tao	September 4 th 2022	Pending approval
Set up a GitHub Repository	Chi-Tao	September 7 th , 2022	In Progress
Render a Decision Concerning Client	All members	September 7 th , 2022	Pending approval
Prepare Proposal of Potential client for professor	Patrick	September 7 th , 2022	Pending approval
Schedule Next Meeting	All members	September 7 th , 2022, 11am EST	Completed

----- FUTURE MEETING & GOALS -----

Wednesday, September 7th, 2022, at 11am EST. OR after class
(During allotted class time pending professor's decision)

Goal: To get approval for primary choice "Hotel Ramsey"

----- SPECIAL NOTES -----

No class for September 5th, 2022, for Labor Day

Red Team | Meeting 3

Location: Virtual – Microsoft Teams

Date: Wednesday, September 7th, 2022

Attendees: Patrick Larocque, Li Yu, Gerasimos Vlassopoulos,
Chi-Tao Li, Murat Osmonov

Start Time: 11:00am | **End Time:** Noon

----- MEETING AGENDA / MINUTES -----

Discussion Topics:

- Update from Potential Clients
- Finalize Division for Deliverable 1
- Future Meetings

Time Allocated:

30 minutes
15 minutes
5 minutes

----- TEAM DISCUSSIONS -----

Update from Potential Clients:

11am – 11:30am



Updates:

- Li's client Hotel Ramsey is having pertinent difficulty with past bookings. No record of preferences, contact info or other relevant information is easily available for repeat bookings. Making the process less than seamless. Perhaps there can be a traditional database solution for keeping track of past reservations/ clients. The business also has more conventional problems, such as inventory for their restaurant, or scheduling for room services & clean-ups.



Decision:

- Upon discussion with professor, Hotel Ramsey is a possible choice; but another business Problem may need exploring.

- The team agrees that gathering more info about the business (for more technical details on what systems they have in place with respects to the FreeToBook system, and database they have in place currently, what technical processes they have in place to track past reservations is in order).

- The team agrees that Manior Ramsey appears as the best candidate client at present. The team agrees to move forward with this client in hopes to come up a vision for a suitable software solution to the business problem(s) as they are presently understood.



Event:

- Unanimous vote to stay with Hotel Ramsey as Primary Client.

- Acquired Primary Client for Hotel Ramsey: Contact: info@manoirramezay.com
The name of the business owner is Vivian.

- Professor disagreed with the use of Excel for Gantt Chart; therefore, Chi-Tao initiated transfer of info into Project Libre.

Finalize Division of Labor for Deliverable 1

11:30am – Noon



Decision:

- Gerry and Murat agree to work on the cover page and eventually the executive overview.
- Li agrees to take charge with respect to the client description and descriptions of the business problem, given that she is the primary liaison with our client.
- Patrick agrees to continue with team organizational, management and planning tasks, and to continue logbook, meeting minutes and agenda work.
- Chi-Tao will continue work on a prospective Gantt chart to bring to the team.
- Agreed for documents to be sent to Patrick for revision and formatting
- Agreed to format and review report as a team when all components are completed.



Event:

- Initiated structure for Deliverable 1
- Continue to familiarize with requirements for Deliverable 1

----- PLANNING -----

Action Items:	Assigned to:	Target Date:	Status:
Acquire Additional Information from Client	Li Yu	September 9 th , 2022	In Progress
Meeting Minutes, Agenda, Logbook Formatting	Patrick Larocque, Chi-Tao Li	September 14 th , 2022	In Progress
Client and Business Problem Description	Li Yu	September 14 th , 2022	In Progress
Gantt Charts	Chi-Tao Li	September 14 th , 2022	In Progress
Executive Overview, Cover Page	Murat Osmonov, Gerrasimos	September 14 th , 2022	In Progress
Schedule Next Meeting	All members	September 9 th , 2022, 11 am EST	Completed

----- FUTURE MEETING & GOALS -----

Friday, September 9th, 2022, at 11am EST. OR after class

(During allotted class time pending professor's decision)

Red Team | Meeting 4

Location: Virtual – Microsoft Teams

Date: Friday, September 9th, 2022

Attendees: Patrick Larocque, Li Yu, Gerasimos Vlassopoulos,
Chi-Tao Li, Murat Osmonov

Start Time: 11:00am | **End Time:** 12:10pm

----- MEETING AGENDA / MINUTES -----

Discussion Topics:	Time Allocated:
▪ Additional Info from Client Side	30 minutes
▪ Potential Technical Solutions	20 minutes
▪ Progress on Deliverable 1 Tasks	15 minutes
▪ Future Meetings	5 minutes

----- TEAM DISCUSSIONS -----

Update from Potential Clients:

11am – 11:30am



Update:

- Manior Ramzey: AirBnB only host the 5 premium suits. Booking.com, Expedia have access to all rooms, as does direct booking through website, and by phone. If a client books a room through any platform, the business has no record of past bookings. Therefore, if a client books a room through booking.com and in the future, calls in to book again, the front-desk has no way to retrieve client information to quickly re-book them and must instead ask the client for all the same info. ***This may be another potential problem, or a larger scope of the same organizational problem.***



Decision:

- Upon convincing professor of chosen client and proposed business plan. Team agreed to further explore Business Problems of this company.



Events:

- Explored various Business Problems with team.

Potential Technical Solutions:

11:30am to 11:50am

Updates:

- One potential solution is to use public API reservation end points from booking.com, AirBnB and Expedia to connect to a database and populate reservation and clients' tables for reference and future bookings. The feasibility of such as solution must be explored further. What are the potential technical challenges?
- Should a database solution be suitable. Would a relational model be best, or a NoSQL database instead. A discussion ensues concerning the team members technical skills with regards to database solutions. An exploration of the business current solution, which is a product called FreeToBook is needed to better understand current limitations.


Decision:

Team continue to explore further on Potential Technical Solutions.

Progress on Deliverable 1 Tasks

11:50am to 12:10pm

Updates:

-  Chi-Tao: Chi-Tao shares is Gantt chart progress; a discussion ensues on any edits to be made and any missing information.

Decision:

- All deliverables must be added to the Gantt chart.
- Patrick agrees to contribute to the Gantt chart.

Event:

- Gerry: A discussion ensues on what a potential executive overview might look like, what points should be covered, along with the general flow of the section.
- GitHub: The online repository has been created and all members have been given access and privileges. It can be viewed [here](#).

----- PLANNING -----

Action Items:	Assigned to:	Target Date:	Status:
Online Repository	Chi-Tao Li	September 7 th , 2022	Completed
Meeting Minutes, Agenda, Logbook Formatting	Patrick Larocque, Chi-Tao Li	September 14 th , 2022	In Progress

Client and Business Problem Description	Li Yu	September 14 th , 2022	In Progress
Gantt Charts	Chi-Tao Li	September 14 th , 2022	In Progress
Executive Overview, Cover Page	Murat Osmonov, Gerrasimos	September 14 th , 2022	In Progress
Schedule Next Meeting	All members	September 12 th , 2022, 11am EST	Completed

----- FUTURE MEETING & GOALS -----

Monday, September 12th, 2022, at 11am EST. OR after class

(During allotted class time pending professor's decision)

Red Team | Meeting 5

Location: Virtual – Microsoft Teams

Date: Monday, September 12th, 2022

Attendees: Patrick Larocque, Li Yu, Gerasimos Vlassopoulos, Chi-Tao Li, Murat Osmonov

Start Time: 11am | **End Time:** 12:30pm

----- MEETING AGENDA / MINUTES -----

Discussion Topics:	Time Allocated:
▪ Deliverable 1 Checklist	30 minutes
▪ Team Logbook	15 minutes
▪ Progress on Deliverable 1 Tasks	40 minutes
▪ Future Meetings	5 minutes

----- TEAM DISCUSSIONS -----

Deliverable 1 Checklist and Team Logbook

11am – 11:45am

Updates:

- Team reviewed the checklist for the Deliverable 1.

Decision:

- Team agreed that the project logbook will be completed and ready for review as of Tuesday, September 13th.
- The logbook will be reviewed, any formatting changes will be approved and finalized by Wednesday, September 14th.
- Each deliverable component, including the cover page, executive overview, planning and management documentation, Gantt charts and Work Structure Breakdown, will be compiled into the templated format and edited as necessary. Final approval will take place on Friday, September 16th.
- Team agreed that the deliverable will begin with the cover page, The table of contents will contain the executive overview (page 3), description of client (page 4), team organization (page 5-7): meetings, online repositories, communication strategy, contact information will all be contained in the team organization section. The following section will be the project plan chart (page 8).

Events:

- Patrick: Discussion the week's agenda items as deliverable 1 nears its due date. Vote established for above decisions.
- A rough sketch of the compiled deliverable and table of contents:

Progress on Deliverable 1 Tasks:

11:45am – 12:25pm



Update:

- A review of Gerry and Murat's cover page and tentative executive overview takes place. Suggestions are made while the team works towards a finalized version.



Decision:

- Continue to work on Deliverable, target to reviewed as a team by Wednesday September 14 by Patrick and by Thursday and Friday September 16 by team.



Events:

- Team noticed some overlooked sections, and are discussed: Namely, describing the team's approach to communication. Outlining explicitly why certain decisions were made with respect to tools, team organization, division of labor and other elements of the project.

----- PLANNING -----

Action Items:	Assigned to:	Target Date:	Status:
Online Repository	Chi-Tao Li	September 7 th , 2022	Completed
Meeting Minutes, Agenda, Logbook Formatting	Patrick Larocque, Chi-Tao Li	September 14 th , 2022	In Progress
Client and Business Problem Description	Li Yu	September 14 th , 2022	In Progress
Gantt Charts	Chi-Tao Li	September 14 th , 2022	In Progress
Executive Overview, Cover Page	Murat Osmonov, Gerrasimos	September 14 th , 2022	In Progress
Schedule Next Meeting	All members	September 14 th , 2022, 9:30am EST	Completed

----- FUTURE MEETING & GOALS -----

Wednesday, September 14th, 2022, at 9:30 am EST or after class

(During allotted class time pending professor's decision)

Red Team | Meeting 6

Location: Virtual – Microsoft Teams

Date: Wednesday, September 14th, 2022

Attendees: Patrick Larocque, Li Yu, Gerasimos Vlassopoulos,
Chi-Tao Li, Murat Osmonov

Start Time: 9:30am | **End Time:** 11:05am




----- MEETING AGENDA / MINUTES -----

Discussion Topics:	Time Allocated:
▪ Finalizing Team Logbook	30 minutes
▪ Compiling Deliverable 1 Components	30 minutes
▪ Finalizing Deliverable 1	30 minutes
▪ Future Meetings	5 minutes

----- TEAM DISCUSSIONS -----

Finalizing Team Logbook:

9:30am – 10am

-  Update:
 - Patrick: Showcasing the team logbook format and running through each of its components.
-  Decisions:
 - Team individually reviews meeting journal and logbook first then re-convene on MS Teams to make modifications.
 - Once reviewed by team, Patrick to send finalized file.
This will occur outside of this meeting informally.
-  Event:
 - Team giving feedback to Patrick for any last-minute additions or edits.
 - Chi-Tao also reviews formatting and helps with finalizes logbook.
 - The team signs off and approves the logbook in progress to be submitted before 6:00pm.

Compiling Deliverable 1 Components:

10am – 10:30am



Updates:

- Further discussions take place concerning the content of each of the individual components.
- Team is still working on their assigned tasks.
- Chi-Tao finished compiling Gantt Chart tasks to be reviewed by Patrick for re-formatting.



Decisions:

- Patrick agrees to take on the responsibility of compiling all the disparate deliverable 1 components into a single document and apply consistent formatting.
- Agreed to first focus on finalizing logbook before resuming with progressing of Deliverable 1 Components.

Progress on Deliverable 1

10:30am – 11:05am



Decision:

- During the next few days, until the due date (September 16th) the team agrees to increase their availabilities to provide as many resources as is needed to complete the deliverable on time.
- The team will continue making edits and sharing documents as needed, and a final review of the first deliverable will take place prior to the due date.



Events:

- Chi-Tao preparing an e-mailed to the professor to review the deliverable 1;s WBS to ensure the progression of finalizing the Gantt chart.

----- PLANNING -----

Action Items:	Assigned to:	Target Date:	Status:
Finalize Team Logbook	Patrick Larocque	September 14 th , 2022	Pending Approval
Client and Business Problem Description	Li Yu	September 16 th , 2022	In Progress

Meeting Minutes, Agenda, Logbook Formatting	Patrick Larocque, Chi-Tao Li	September 14 th , 2022	Completed
Gantt Charts	Chi-Tao Li, Patrick Larocque	September 16 th , 2022	In Progress
Executive Overview, Cover Page	Murat Osmonov, Gerrasimos	September 16 th , 2022	In Progress
Schedule Next Meeting	All members	September 16 th , 2022, 9:30am EST	Completed

----- FUTURE MEETING & GOALS -----

Friday, September 16th, 2022, at 9:30 am EST OR after class
(During allotted class time pending professor's decision)