

Red Team Team Logbook Journal #2

Team Members:	Email:	Contact #:
Li YU Team Leader for Deliverable #2	2295012@edu.vaniercollege.qc.ca	514-578-0608
Patrick Larocque	0879202@edu.vaniercollege.qc.ca	819-239-8520
Gerasimos Vlassopoulos	2295049@edu.vaniercollege.qc.ca	438-878-8328
Murat Osmonov	2195019@edu.vaniercollege.qc.ca	514-600-8320
Chi-Tao Li	9730157@edu.vaniercollege.qc.ca	514-618-3289

<u>CHECKLIST FOR DELIVERABLE #2 REPORT TO FOLLOW</u> "Business Domain/Environment & Questionnaire":

- ☑ Front matter (see 1st deliverable) (3 marks):

- (5 marks) Description of the business environment this is a description of the world in which your client operates, based on your research and observations
- (3 marks) Description of the client especially computer skills and attitudes
- (5 marks) Business problem what is the business problem that the new system will resolve?
- (10 marks) Open questions (things you don't know but wish you did). This should be a narrative; that is, t should read like a story.
- (10 marks) The questionnaire. This is a formalized version of the narrative. It will be an aid to finding the answers to the open questions.
- ☑ (2 marks) Bibliography/Works cited (APA Style)
- \square (3 marks) Spelling, grammar and formatting.

<u>CHECKLIST FOR DELIVERABLE #3 REPORT TO FOLLOW</u> <u>"Use Cases and UML Diagrams":</u>

\checkmark	(3 marks) Front matter (see 1st deliverable)
	(5 marks) Executive Overview (see above for a description).
	(3 marks) Summary description of the client
	(5 marks) Business problem – what is the business problem that the new system will resolve. It may have changed now that you have a better understanding of how the present system works.
	(10 marks) Narrative description of the present information system – Do the diagrams in the appendices first, then write a text narrative that summarizes the diagrams. The narrative should read like a story describing what the various users do when they interact with the system.
	(5 marks) Appendix 1 – Use cases: A system diagram for the entire information system.
	(8 marks) Appendix 2 – Filled out use case templates of at least two representative use cases found in the system diagram (4 marks each)
	(8 marks) Appendix 3 – UML diagrams: Activity and sequence diagrams for one use case in Appendix 2 (two diagrams, 4 marks each),
	(6 marks) Appendix 4 – A class diagram for the entire existing information system.
	(4 marks) Appendix 5 – A state chart diagram for a significant class
	(4 marks) Appendix 6 – Copies of forms and other documents used by client. If there are very many, then only include samples. If there already is a computer system, include screen shots.
	(2 marks) References/Bibliography/Works cited (APA Style)
П	(3 marks) Spelling grammar and formatting

Location: Virtual – Microsoft Teams

Type of Meeting: General

Date: Monday, September 19th, 2022

Attendees: Patrick Larocque, Li Yu, Gerasimos Vlassopoulos,

Chi-Tao Li, Murat Osmonov.

Start Time: 7:00pm | **End Time**: 7:30pm

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

Discussion Topics:

Time Allocated:

Deliverable 2 Tasks Work Distribution

Future Meetings

25 minutes 5 minutes

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

Deliverable 2 Tasks Work Distribution:

7pm to 7:25pm

Decisions:

 New Areas of Responsibilities are indicated in detail below since there were key elements that were missing from the first deliverable's report. The criteria are as follows:

Areas of responsibility for deliverable 2:

Client Contact: Contacting the client is not needed for the 2nd deliverable. However, upcoming meetings will most likely be with team members Li Yu & Patrick L. until further notice.

Reports: It is agreed that each team leader will ensure that the report is compiled, prepared properly, and submitted on time (applicable to both the deliverable report & logbook). For deliverable 2, Li Yu is team leader as assigned by the professor. Final text edits will be led by Patrick with the support of the team; Chi-Tao will also ensure formatting is consistent with the previous deliverables.

Team's Contact information: As shown on the first page of this document.

- Work distribution assignments for deliverable 2:

Li Yu \Rightarrow Initiate business environment section, description of the client and business problem.

Patrick → Initiate business domain section and revisions/modifications of grammar, spelling and sentence structure.

Chi-Tao → Initiate open question section and assist with revisions of report.

 Murat & Gerasimos → Initiate Questionnaire section. Once the other sections are completed, write the executive overview.

Events:

- Initiated the format template for deliverable 2.

----- PLANNING -----

Action Items:	Assigned to:	Target Date:	Status:
Areas of Responsibilities	Li	September 19 th 2022	Completed
Business Domain Section	Patrick	September 22 nd , 2022	In Progress
Business Environment Section	Li Yu	September 22 nd , 2022	In Progress
Description of the Client Section	Li Yu	September 22 nd , 2022	In Progress
Business Problem Section	Li Yu	September 22 nd , 2022	In Progress
Open Question Section	Chi-Tao	September 22 nd , 2022	In Progress
Questionnaire Section	Murat, Gerasimos	September 22 nd , 2022	In Progress
Schedule Next Meeting	All members	September 21st, 2022, 10am EST	Completed
Draft deliverable 2 report	Li Yu	September 24 th , 2022	In Progress
Executive Summary Section	All members	September 24 th , 2022	In Progress

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

Wednesday, September 21st (allotted class time)

Goal: Any updates will be discussed during this meeting.

Location: Virtual – Microsoft Teams **Date**: Wednesday, September 21st, 2022

Attendees: Patrick Larocque, Li Yu, Gerasimos Vlassopoulos,

Chi-Tao Li, Murat Osmonov

Start Time: 9:30am | End Time: 11:47am

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

Discussion Topics:	Time Allocated:
 Team Discussion re: Discuss the peer evaluation for Deliverable 1 	20 minutes
 Review professor's notes on Deliverable 1 	6 minutes
 Discuss questions about deliverable 2 	15 minutes
 Team discussion with professor 	65 minutes
 Continuing work task on deliverable 2 	17 minutes
 Prepare for deliverable 3 	9 minutes
Future Meetings	5 minutes

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

Team Discussion re: Peer Evaluation for Deliverable 1 9:30am – 9:50am

Updates:

- Gerasimos has questions about his mark for peer evaluation. He thinks that it's unfair.
- Patrick said that he gave the marks according to everyone's performance. He didn't give exclusively low marks or full marks.
- Li Yu and Murat gave full marks to all team members.
- All of us are not happy with the deliverable 1 score, peer evaluation notwithstanding. The peer evaluation is one reason for individual marks. However, we need to find out the main reason and improve in our next deliverable.

Review Notes on Deliverable 1

9:50am - 9:56 am

Updates:

- Since the team received a poor grade on deliverable 1, this was an opportunity to review what went wrong and discuss how to improve for future deliverables.

Events:

- Reviewed the professor's comments/corrections for deliverable 1.

Discuss Questions about Deliverable 2

9:56am - 10:11am

Updates:

- The team was a little bit of confused about the difference between the open questions and the questionnaire. Discussion ensued. Open questions are in narrative form, and the questionnaire is in list form.

Events:

- Since these two parts are the most important in deliverable 2, the team invited the teacher to elaborate.

Team discussion with professor

10:11am - 11:16am

Updates:

- Invited the professor to join this meeting for mediation and to discuss questions about deliverable 2.
- The professor mediated discussion about the team's conflicts and answered questions.
- All team members are asked to talk about their experience throughout the first deliverable.

Decisions:

- Team members should work closer and collaborate to finish the projects.
- All team members should be honest, and the peer evaluations should remain confidential.
- All team members should learn from this experience and work together during the next deliverables.

Events:

- Migrate all document sharing and discussions from the current Teams channel to the classroom created Red Team channel.
- Ask the professor about the difference between open questions and questionnaires & adjust accordingly to the questions that are currently being worked on.

Continuing work task on Deliverable 2

11:16am - 11:33am

Updates:

- Gerasimos will help Murat to modify the questionnaire section.
 He suggested that we need to narrow down the questionnaire since we have too many questions.
- Chi-Tao finished the open question section but needs revision.
- Li Yu finished the business environment, description of client and business problem sections.

Decisions:

- Finish the draft before Friday and show it to the professor during the class.
- Patrick will finish business domain section by tomorrow (Sept 22).
- Patrick to assist Chi-Tao with finalizing the open questions.

Prepare for Deliverable 3

11:33am - 11:42am

Events:

- Review the requirements for deliverable 3 and have a general idea what we should do for deliverable 3 report.

----- PLANNING -----

Action Items:	Assigned to:	Target Date:	Status:
Business Domain Section	Patrick	September 22 nd , 2022	In Progress
Business Environment Section	Li Yu	September 22 nd , 2022	Completed
Description of the Client Section	Li Yu	September 22 nd , 2022	Completed
Business Problem Section	Li Yu	September 22 nd , 2022	Completed
Open Question Section	Chi-Tao	September 22 nd , 2022	Pending for review
Questionnaire Section	Murat, Gerasimos	September 22 nd , 2022	In Progress

Schedule Next Meeting	All members	September 22 nd , 2022, 1pm EST	Completed
Draft deliverable 2 report	Li Yu	September 24 th , 2022	In Progress
Executive Summary Section	All members	September 24 th , 2022	In Progress

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

Thursday, September 22nd, 2022, 1pm

Goal: Any updates will be discussed during this meeting. Goal: To work more cohesively as a team.

Location: Virtual – Microsoft Teams **Date**: Thursday, September 22nd, 2022

Attendees: Patrick Larocque, Li Yu, Gerasimos Vlassopoulos,

Chi-Tao Li, Murat Osmonov

Start Time: 1:00pm | **End Time**: 1:34pm

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

Discussion Topics:

Update Deliverable 2

- Discuss Deliverable 3
- Future Meetings

Time Allocated:

20 minutes 10 minutes

4 minutes

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

Update Deliverable 2

1pm - 1:20pm

Updates:

- Patrick finished the business domain.
- There are still too many questions under the questionnaire section, refinements required.
- The format of reference section needs to be modified. Patrick agrees to put references in APA format.

Decisions:

- Patrick to help with formatting the references.
- Murat & Gerasimos to continue with narrowing the questionnaire.
- Ask professor's advice for questionnaires section on tomorrow's class (Friday Sept 23).
- Deliverable 2's 1st version should be finished by tomorrow as well (Friday Sept 23).

Discuss Deliverable 3

1:20pm - 1:30pm

Updates:

As the team is grateful for the professor's deadline extension for deliverable 2 to Monday Sept 26th at 10PM, the team still feels that some elements for deliverable 3 can be initiated to avoid stress as the next deadline approaches.

Decisions:

- Patrick and Chi-Tao will help to find some useful charting and diagram tools.
- Decide which we will choose by next meeting.
- Li Yu and/or Patrick will ask the client how their systems work in preparation for when the team starts working on deliverable 3's report.
- Li Yu to continue journal logs until further notice.

Events:

- Decide which software tools to use for diagrams in deliverable 3.

----- PLANNING -----

Action Items:	Assigned to:	Target Date:	Status:
Business Domain Section	Patrick	September 22 nd , 2022	Completed
Open Question Section	Chi-Tao	September 22 nd , 2022	Pending for review
Questionnaire Section	Murat, Gerasimos	September 22 nd , 2022	Pending for review
Schedule Next Meeting	All members	September 23 rd , 2022, during class	Canceled rescheduled to Sept 24 th
Draft the deliverable 2 report	Li Yu	September 26 th ,2022	In Progress
Executive Summary Section	All members	September 24 ^{th,} 2022	In Progress
Contacted client for Copies of forms used by client for deliverable 3	Li Yu	September 25 ^{th,} 2022	In Progress

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

Friday, September 23rd, 2022, during class (allotted by teacher) or after class \rightarrow SEPT 23RD MEETING CANCELLED DUE TO STRIKE

Goal: To get the professor's advice about the questionnaire and the overall draft.

Location: Virtual – Microsoft Teams **Date**: Saturday, September 24th, 2022

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

Murat Osmonov

Start Time: 5:00pm | **End Time**: 5:33pm

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

Discussion Topics:

Go Over Deliverable 2

Continued to discuss Deliverable 3

Future Meetings

Time Allocated:

20 minutes 10 minutes

3 minutes

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

Go Over Deliverable 2:

5pm - 5:20pm

Updates:

- Since yesterday's class was cancelled, any remaining questions for the professor were not possible, the team must email the questions instead.
- Chi-Tao initiated the draft for the executive overview.
- Gerasimos modified the questionnaires section.

Decisions:

- The team will finish a draft version of the deliverable 2 report and send it to the professor by e-mail for review.
- Once the review is done, no meeting is needed. The team will wait for the final draft to be posted on MS Team for review by each member.
- Once the final draft is complete, Chi-Tao ensure formatting is consistent with the previous deliverable, and Patrick to modifies text and edit as needed.

Events:

- The team submitted to Li Yu the assigned sections to compile into one document.
- Li Yu → prepared the deliverable 2 report and sent it to professor for review (to be sent outside team meeting time: by Saturday 9pm).
- Chi-Tao presented the draft Executive Overview and the rest of the team members reviewed and modified it.

Continued to discuss Deliverable 3:

5:20pm to 5:30pm

Updates:

- Chi-Tao will ask Murat for help to initiate some preliminary template of the UMLs for the deliverable 3 report.
- Chi-Tao suggests having Murat initiate the template for the Use Case template for this deliverable.

----- PLANNING -----

Action Items:	Assigned to:	Target Date:	Status:
Business Domain Section	Patrick	September 22 nd , 2022	Completed
Open Question Section	Chi-Tao	September 22 nd , 2022	Completed
Questionnaire Section	Murat, Gerasimos	September 22 nd , 2022	Completed
Schedule Next Meeting	All members	September 26 th , 2022	Completed
Draft the deliverable 2 report	Li Yu	September 24 th ,2022	Pending review
Executive Summary Section	All members	September 24 ^{th,} 2022	Completed
Contacted client for Copies of forms used by client for deliverable 3	Li Yu	September 25 ^{th,} 2022	In Progress
Finalize deliverable 2	All members	September 26 ^{th,} 2022	In Progress

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

Monday, September 26th, 2022, during class (allotted by teacher) or after class

Goal: Get feedback from the professor and finalize the deliverable 2 report for submission on Monday Sept 26 at 10PM

Location: Virtual – Microsoft Teams **Date**: Monday, September 26th, 2022

Attendees: Patrick Larocque, Li Yu, Gerasimos Vlassopoulos,

Chi-Tao Li, Murat Osmonov

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

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

Discussion Topics: Time Allocated:

- Finalize Deliverable 2
 Team Logbook
 Initiate Deliverable 3 Tasks Work
 Distribution

 12 minutes
 5 minutes
 10 minutes
- Future Meetings3 minutes

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

Finalize Deliverable 2 and Team Logbook:

10:30am - 10:47am

Updates:

- Feedback from the professor for deliverable 2 came on Sunday Sept 25th. Revision and review were done as a team.
- Patrick still needs some time to work on the final edits of the report.

Decisions:

- Final edits from Patrick for deliverable 2 to be submitted by 3pm today (sept 26) for the team to review and approve.
- Final draft report for deliverable 2 will be uploaded by team leader Li Yu before 6pm today (Sept 26th).
- Team agreed to review deliverable 2 from 6pm to 8pm, target submission by 8pm.
- Team agreed that the project's updated logbook should be ready for review as of Thursday, Sept 29th.
- The deadline for the updated logbook will be reviewed (text, formatting changes) will be approved and finalized by Thursday, September 29th.
- All team members agreed that Patrick will oversee the team logbook starting on Friday, September 30th until further notice.

Initiate Deliverable 3 Tasks Work Distribution:

10:47am - 10:57pm

Updates:

- Discussion led by Gerasimos as team leader for deliverable 3 (as assigned by the professor).

Areas of responsibilities for deliverable 3 are as follows:

Client Contact: As previously mentioned, Li and/or Patrick will most likely remain primary contacts with the client for this deliverable. Whether the other team members will meet the client at this point of the project is still to be determined.

Reports: It is still agreed that each team leader will ensure that the report is compiled and prepared properly and on time (the deliverable report & Logbook). Final text edits will still be led by Patrick with the support of the team, and Chi-Tao will remain the person to ensure formatting is consistent with the previous deliverables.

Team's Contact information: Since the logbook consists of records for multiple deliverables, the contact info is still shown on the first page. Note: It may change depending on the client's preferable method of contact.

Work distribution assignments:

Gerasimos→ Team Leader; Compiling components of the report into one draft.

Li Yu → Write summary description of the client and get copies of forms used by client.

Patrick → Write narrative description of the present information system.

Chi-Tao, Murat → Initiate Use Case diagrams, UML diagrams (activity and sequence), Class diagrams, and State chart diagrams,

Decisions:

- Executive overview will be written after all other sections are complete.
- The team member that will initiate the Business Problem section is to be determined later.

Events:

 Chi-Tao initiated some templates of UML and class diagrams in Draw.IO website.

----- PLANNING -----

Action Items:	Assigned to:	Target Date:	Status:
Schedule Next Meeting	All members	September 28 th , 2022, during class	Completed
Draft the deliverable 2 report	Li Yu	September 24 th ,2022	Completed
Finalize deliverable 2	All members	September 26 ^{th,} 2022	In Progress, Pending review
D3's Summary description of the client	Li Yu	September 30 ^{th,} 2022	In Progress
D3's Narrative description of the present information system	Patrick	September 30 ^{th,} 2022	In Progress
D3's Use cases, UML diagrams	Chi-Tao, Murat	September 30 ^{th,} 2022	In Progress
Contacted client and received Copies of forms used by client for deliverable 3	Li Yu	September 26 ^{th,} 2022	Completed

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

Wednesday, September 28th, 2022, during class (allotted by teacher) or after class

Goal: Submit Deliverable 2 before 10PM tonight and resume work on deliverable 3

Location: Virtual – Microsoft Teams **Date**: Wednesday, September 28th, 2022

Attendees: Patrick Larocque, Li Yu, Gerasimos Vlassopoulos,

Chi-Tao Li, Murat Osmonov

Start Time: 11:00am | End Time: 11:20am

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

Discussion Topics:

Deliverable 3 Tasks Work Distribution

Team Logbook

Future Meetings

Time Allocated:

12 minutes

5 minutes

3 minutes

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

Deliverable 3 Tasks and Team Logbook:

11:00am - 11:15am

Updates:

- Deliverable 3 tasks are distributed as of last discussion.
- Li Yu is still working on Team logbook #2, so it can be ready for review. Deadline for Logbook #2 is now Friday, Sept 30th.

Decisions:

- Li Yu will contact the hotel owner to make an appointment for the interview.
- Li Yu to ask the client what the best method of contact for this interview will be (i.e.: Google Meet, MS Teams, In-Person, etc....).
- The updated Business Problem section will be written once the interview takes place.
- The Executive Overview will remain blank until the draft for deliverable 3 is complete.
- Gerasimos to initiate the template for deliverable 3
- Logbook revisions and finalization is still targeted for Thursday Sept 29 (latest on the due date of Sept 30th).
- Logbook meeting records to be transcribed by Li Yu; and then will be resumed by Patrick after Friday's meeting.
- Chi-Tao to start the initiate edits from Li Yu's first draft of the Logbook.
- Patrick to do a second check of the logbook for typos and formatting.

 Once a final draft of the logbook is completed, the team will finalize and approve the document for submission.

Events:

- Li Yu finalizing the logbook to send to the team for review.
- Chi-Tao preparing the template the logbook for Friday's meeting (Sept 30).

----- PLANNING -----

Action Items:	Assigned to:	Target Date:	Status:
Schedule Next Meeting	All members	September 30 th , 2022, during class	Completed
Initiate template for the deliverable 3 report	Gerasimos	September 30, 2022	In Progress
D3's Summary description and business problem	Li Yu	September 30 ^{th,} 2022	In Progress
D3's Narrative description of the present information system	Patrick	September 30 ^{th,} 2022	In Progress
D3's Use cases, UML diagrams	Chi-Tao, Murat	September 30 ^{th,} 2022	In Progress
D3's Make an appointment with client	Li Yu	September 30 ^{th,} 2022	In Progress
D3's Assign the section for Executive Overview	TBD	TBD	Not started

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

Friday, September 30th, 2022, during class (allotted by teacher) or after class

Goal: To finalize and submit this team journal/logbook on Sept 30th before 6PM as indicated in the modified schedule.
& Continue discussing the progress of deliverable 3 at the next meeting.

Location: Virtual – Microsoft Teams **Date**: Friday, September 30th, 2022

Attendees: Patrick Larocque, Li Yu, Gerasimos Vlassopoulos,

Chi-Tao Li, Murat Osmonov

Start Time: 11:15am | **End Time**: 11:30am

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

Discussion Topics:

- Finalize details of Logbook #2 for submission
- Continued work on Deliverable 3 report
- Future Meetings

Time Allocated:

5 minutes

7 minutes

3 minutes

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

Finalize details of Logbook #2 for submission

11:15am - 11:20am

- Updates:
 - Logbook revision is on track. Chi-Tao did the 1st version of the final draft (edits in blue) & Patrick double checked for any spelling errors.
 - Li Yu finalized the logbook by changing the texts color back to black.
- Decisions:
 - All team members approved of logbook
- Events:
 - The team reviewed the logbook for the final time before submission.

Continuing work on Deliverable 3

11:20am - 11:27am

- Updates:
 - Grateful for the extension by the professor for deliverable 3's deadline to Friday October 7th at 10PM.
 - Gerasimos initiated the Deliverable 3 report template.
 - Chi-Tao created a preliminary draft of the UML diagrams.
 - Patrick will have an interview with the client during the weekend.
 - Li will finish the summary description and business problem before Monday (Oct 3rd)

----- PLANNING -----

Action Items:	Assigned to:	Target Date:	Status:
Schedule Next Meeting	All members	October 3 rd , 2022, 11am	Completed
Initiate template for the deliverable 3 report	Gerasimos	September 30, 2022	Completed
D3's Summary description and business problem	Li Yu	October 3 rd , 2022	In Progress
D3's Narrative description of the present information system	Patrick	October 5 th , 2022	In Progress
D3's Use cases, UML diagrams	Chi-Tao, Murat	October 5 th , 2022	In Progress
D3's Make an appointment with client	Li Yu	September 30 ^{th,} 2022	Completed
D3's Assign the section for Executive Overview	TBD	TBD	Not started

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

Monday, October 3rd, 2022, 11am

Goal: Continue to work as a team, finish deliverable 3

NOTE: OCTOBER 3RD 2022 NO CLASS DUE TO PROVINCIAL ELECTIONS