

# RED TEAM

## Red Team Team Logbook Journal #4

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## Red Team | Meeting 19

**Location:** Virtual – Microsoft Teams

**Date:** Friday, October 14<sup>th</sup>, 2022

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

**Start Time:** 10:20am | **End Time:** 11:00am

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

Discussion Topics:	Time Allocated:
▪ Updates since the previous meeting	5 minutes
▪ Deliverable 4 updates	15 minutes
▪ Working on Deliverable 4 first draft	15 minutes
▪ Future Meetings	5 minutes

### ----- TEAM DISCUSSIONS -----

#### Updates since the previous meeting(s)

**10:20am – 10:25am**



##### Updates:

- On Meeting # 17, work distribution was established as per logbook #3. **Work distribution has some new modifications and is as follows:**

##### Areas of responsibilities for deliverable 4 as follows:

**Client Contact:** Li will most likely be primary contact with the client for this deliverable. The clients are most comfortable with phone calls.

**Reports:** It is still agreed that each team leader will oversee that the report is compiled and prepared properly and on time (the deliverable report & Logbook) if time permitted. Final text edits and formatting will still be led by Patrick and Chi-Tao with the support of the team.

**Team's Contact information:** Since the logbook consist of records for multiple deliverables, the contact info is still shown on the first page.

##### Work distribution assignments:

**Murat** → Team Leader; Compiling components of the report into one draft. Executive overview. ~~User Story Map~~. Assisting in appendix 1-2-3

**Li Yu** → Arrange a meeting with the client to obtain User Stories. User stories and backlog. Transcribing User Stories & Tests, Assisting in appendix 1-2-3.

**Patrick** → Write narrative description of the future information system. Use Story Map. Assisting in appendix 1 and 2,

**Chi-Tao** → Write summary description of the client and business problem (if any changes), Assisting in appendix 1-2-3

**Gerry** → User Story Tests, Assisting in appendix 1-2-3

- ✚ Updates (continued):
- Logbook #3 was submitted on October 13<sup>th</sup> at 10PM
  - Logbook #4 initiated for this meeting to be continued by Chi-Tao
  - Miro was chosen as User Stories Map platform.
  - Due to time constraints, Initial work was done with user stories and the map template.
  - Professor emphasized that a client interview is needed to get the full User Stories.

#### **Deliverable 4 Updates**

**10:25am – 10:40am**

- ✚ Updates:
- The professor allowed the team to have another extension for deliverable 4 now due on Wednesday, October 19, 2022.
  - Originally, Meeting with client was for Monday October 17<sup>th</sup> at 7pm; however, Li was able to contact the client during this meeting and scheduled a client interview for Saturday October 15<sup>th</sup> at 10am.

- ✚ Decisions:
- Li will interview the client and gather the User Stories Backlog by October 15<sup>th</sup> so that the team can work on the Appendix 1,2,3.

#### **Working on Deliverable 4 first draft**

**10:40am – 10:55am**

- ✚ Updates:
- Chi-Tao modified format of the report's draft and sent a word doc by MS Teams.
  - The team still needs time to fix the sections: narrative of future system, the business problem and client description.

- ✚ Decisions:
- First draft aim to be done before Monday Oct 17<sup>th</sup> for the team to review the deliverable report.
  - Appendix 1,2,3 to work as a team in the next meeting once the client interview is completed.

- ✚ Events:
- Each team member continues to work on their sections individually. The team stayed online in case they had questions.

## ----- PLANNING -----

Action Items:	Assigned to:	Target Date:	Status:
Schedule Next Meeting	All members	See below	<b>Complete</b>
Updated Client Description/Business Problem	Chi-Tao	<del>October 14<sup>th</sup> 2022</del> <b>October 15<sup>th</sup> 2022</b>	In Progress
Client Interview for the User Stories	Li Yu	<del>October 14<sup>th</sup> 2022</del> <b>October 16<sup>th</sup> 2022</b>	Pending
Appendix 1 – User Stories & Backlog	All members	<del>October 14<sup>th</sup> 2022</del> <b>October 17<sup>th</sup> 2022</b>	Pending
Appendix 2 – User Story Tests	All members	<del>October 14<sup>th</sup> 2022</del> <b>October 17<sup>th</sup> 2022</b>	Pending
Appendix 3 - User Story Map	All members	<del>October 14<sup>th</sup> 2022</del> <b>October 17<sup>th</sup> 2022</b>	Pending
Compile First Draft	Murat	<del>October 14<sup>th</sup> 2022</del> <b>October 17<sup>th</sup> 2022</b>	Pending
Executive Overview	Murat	<del>October 14<sup>th</sup> 2022</del> <b>October 17<sup>th</sup> 2022</b>	Pending
Review Final Draft	All members	October 18 <sup>th</sup> 2022	Pending

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

**Saturday, October 15th, at 2PM**

Goal: To finalize Deliverable 4 and submit it before/by October 19<sup>th</sup> at 10PM.

## Red Team | Meeting 20

**Location:** Virtual – Microsoft Teams

**Date:** Saturday, October 15<sup>th</sup>, 2022

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

**Start Time:** 2:05pm | **End Time:** 3:15pm

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

Discussion Topics:	Time Allocated:
▪ Deliverable 4 updates	5 minutes
▪ Working on Deliverable 4 Appendix 1,2,3	60 minutes
▪ Future Meetings	5 minutes

### ----- TEAM DISCUSSIONS -----

#### Deliverable 4 Updates

**2:05pm – 2:10pm**

##### Updates:

- Li was able to obtain User Stories during her interview this morning (Oct 15<sup>th</sup> at 10am).
- Chi-Tao is almost done editing the description of client and business problem.
- Patrick working on narrative of future system & User story Map template.

##### Decisions:

- The team decided to use this meeting to work on the User Stories section of the deliverable report.

##### Events:

- Patrick was updated about what happened in the meeting #19.

#### Working on Deliverable 4 Appendix 1,2,3

**2:10pm – 3:05pm**

##### Decisions:

- Aim to finish first draft before next meeting (October 17th)
- Patrick started working on User Story Map template & getting familiar with the software Miro to do said User Story Map.

##### Events:

- The remaining team worked on User Stories and discussing which to use for the tests.

## ----- PLANNING -----

Action Items:	Assigned to:	Target Date:	Status:
Schedule Next Meeting	All members	See below	<b>Complete</b>
Client Interview for the User Stories	Li Yu	October 15 <sup>th</sup> 2022	<b>Complete</b>
Updated Client Description/Business Problem	Chi-Tao	October 16 <sup>th</sup> 2022	In Progress
Appendix 1 – User Stories & Backlog	All members	October 17 <sup>th</sup> 2022	In Progress
Appendix 2 – User Story Tests	All members	October 17 <sup>th</sup> 2022	In Progress
Appendix 3 - User Story Map	All members	October 17 <sup>th</sup> 2022	In Progress
Compile First Draft	Murat	October 17 <sup>th</sup> 2022	Pending
Executive Overview	Murat	October 17 <sup>th</sup> 2022	Pending
Complete First Draft & send to Prof.	Patrick	October 17 <sup>th</sup>	Pending
Review Final Draft	All members	October 18 <sup>th</sup> 2022	Pending

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

**Monday, October 17<sup>th</sup>, during allotted class time (or after class)**

Goal: To finalize Deliverable 4 and submit it before/by October 19<sup>th</sup> at 10PM.

## Red Team | Meeting 21

**Location:** Virtual – Microsoft Teams

**Date:** Monday, October 17, 2022

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

**Start Time:** 9:15am | **End Time:** 11:00am

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

Discussion Topics:	Time Allocated:
▪ Revision on Appendix 1,2,3	15 minutes
▪ Working on Appendix 1,2,3	75 minutes
▪ Assigned tasks for Deliverable 4	10 minutes
▪ Future Meetings	5 minutes

### ----- TEAM DISCUSSIONS -----

<b>Revision of Appendix 1,2,3</b> <b>9:15am – 9:30am</b>
<ul style="list-style-type: none"><li>✚ <u>Updates:</u><ul style="list-style-type: none"><li>- Patrick showed User Story Map progress; to be reviewed by the team during this meeting.</li><li>- Patrick still needs more time to work on the narrative description of future systems.</li></ul></li><li>✚ <u>Decisions:</u><ul style="list-style-type: none"><li>- Patrick to coordinate with Murat once the narrative description for future system section is completed.</li></ul></li><li>✚ <u>Events:</u><ul style="list-style-type: none"><li>- The team spent some time reviewing what needs to be worked on the User Stories &amp; Tests (what the team has so far).</li><li>- The team spent some time reviewing and suggesting modifications of the User Story Map.</li></ul></li></ul>
<b>Finalizing Deliverable 4 first draft</b> <b>9:30am – 10:45am</b>
<ul style="list-style-type: none"><li>✚ <u>Updates:</u><ul style="list-style-type: none"><li>- Chi-Tao finished client description section and sent it to Murat to add to the compiled draft.</li><li>- Murat on stand-by to compile the remaining sections.</li><li>- The User Stories, Tests and User Story Map needs to be modified based on the suggested revisions made by the team.</li></ul></li></ul>

✚ Decisions:

- Patrick will focus on Narrative description of future system, while the rest of the team work on modifying the User Stories and Tests.
- The team to finalizing the first draft for Deliverable 4 by tonight to be sent to the professor for review.

✚ Events:

- Patrick continues to work on finalizing the narrative of future system section and User Story Map.
- Murat continues to work on compiling the draft.
- Chi-Tao, Gerry, Murat & Li Yu continues to work on finalizing the User Stories and Tests.

**Discussion of Assigned Tasks**

**10:45am – 10:55am**

✚ Decisions:

- Patrick to continue working on the User Map and narrative description of future systems section during outside meeting time.
- Murat will compile the modified version of the appendices.
- Li to arrange another client meeting for Deliverable 5 (to find out the client's availability and then reconvene with the team to see when the best time for the team is to meet with them).
- Murat to work on Executive Overview.
- Chi-Tao & Gerry takes lead on User Story Tests with the support of the other teammates during outside meeting time.
- Chi-Tao on stand-by to work on formatting.
- The team will call each other outside meeting time for any questions or help with their assigned tasks.
- Once draft is completed, Patrick will send it to the professor for revision.

----- **PLANNING** -----

Action Items:	Assigned to:	Target Date:	Status:
Schedule Next Meeting	All members	See below	<b>Complete</b>
Client Interview for the User Stories	Li Yu	October 15 <sup>th</sup> 2022	<b>Complete</b>
Updated Client Description/Business Problem	Chi-Tao	October 15 <sup>th</sup> 2022	<b>Complete</b>



Appendix 1 – User Stories & Backlog	All members	October 17 <sup>th</sup> 2022	In Progress
Appendix 2 – User Story Tests	All members	October 17 <sup>th</sup> 2022	In Progress
Appendix 3 - User Story Map	All members	October 17 <sup>th</sup> 2022	In Progress
Compile First Draft	Murat	October 17 <sup>th</sup> 2022	In Progress
Executive Overview	Murat/Gerry	October 17 <sup>th</sup> 2022	In Progress
Complete First Draft & send to Prof.	Patrick	October 17 <sup>th</sup> <b>or 18<sup>th</sup> 2022</b>	Pending
Review Final Draft	All members	October 18 <sup>th</sup> 2022	Pending
Client Interview for deliverable 5(for their availability)	Li Yu	TBD	Pending

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

**Wednesday, October 19<sup>th</sup>, during allotted class time (or after class)**

Goal: To finalize Deliverable 4 and submit it before/by October 19<sup>th</sup> at 10PM.