

SYSTEM DEVELOPMENT PROJECT – TEAM LOGBOOK & JOURNAL**RED TEAM'S PROFILE:**

Team Members:	Email:	Contact #:
♣ Patrick Larocque (<i>Deliverable #1 Team Leader</i>)	0879202@edu.vaniercollege.qc.ca	819-239-8520
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CHECKLIST FOR DELIVERABLE #1 – 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

- ☒ **(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, and
 - ☒ (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.

[1ST MEETING – INSERT DATE]

----- TEAM MEETING AGENDA -----

Type of Meeting: [GENERAL] or [CLIENT MEETING] *choose one***Discussion Topics:**

- [Topic 1]
- [Topic 2]
- [Topic 3]
- [Topic 4]
- [Topic 5]

Status:*IN PROGRESS**DONE**TO START***Time Allocated:**

? mins

? mins

? mins

? mins

? mins

Total Mins: [TEXT]

Person calling meeting: [TEXT]

Location: **Virtual (MS Teams)**

Start Time: [TEXT]

In Attendance: **Everyone**Members Absent: **None**

End Time: [TEXT]

----- TEAM DECISIONS / EVENTS -----

Discussion Topics #1 – [topic name];• Decisions:

- [Details]

*Team Vote Needed? Yes/No**Topic Facilitated by: [name]**Tentative Deadline: [date]*

- [Details]

*Team Vote Needed? Yes/No**Topic Facilitated by: [name]**Tentative Deadline: [date]*

- [Details]

*Team Vote Needed? Yes/No**Topic Facilitated by: [name]**Tentative Deadline: [date]*➤ Event:

- [Details]

- [Details]

- [Details]

- [Details]

Discussion Topics #2 – [topic name];

- Decisions:
 - [Details]
Team Vote Needed? Yes/No
Topic Facilitated by: [name]
Tentative Deadline: [date]
 - [Details]
Team Vote Needed? Yes/No
Topic Facilitated by: [name]
Tentative Deadline: [date]
 - [Details]
Team Vote Needed? Yes/No
Topic Facilitated by: [name]
Tentative Deadline: [date]
- Event:
 - [Details]
 - [Details]
 - [Details]
 - [Details]

Discussion Topics #3 – [topic name];

- Decisions:
 - [Details]
Team Vote Needed? Yes/No
Topic Facilitated by: [name]
Tentative Deadline: [date]
 - [Details]
Team Vote Needed? Yes/No
Topic Facilitated by: [name]
Tentative Deadline: [date]
 - [Details]
Team Vote Needed? Yes/No
Topic Facilitated by: [name]
Tentative Deadline: [date]
- Event:
 - [Details]
 - [Details]
 - [Details]
 - [Details]

Discussion Topics #4 – [topic name];

- Decisions:
 - [Details]
Team Vote Needed? Yes/No
Topic Facilitated by: [name]
Tentative Deadline: [date]
 - [Details]
Team Vote Needed? Yes/No
Topic Facilitated by: [name]
Tentative Deadline: [date]
 - [Details]
Team Vote Needed? Yes/No
Topic Facilitated by: [name]
Tentative Deadline: [date]
- Event:
 - [Details]
 - [Details]
 - [Details]
 - [Details]

Discussion Topics #5 – [topic name];

- Decisions:
 - [Details]
Team Vote Needed? Yes/No
Topic Facilitated by: [name]
Tentative Deadline: [date]
 - [Details]
Team Vote Needed? Yes/No
Topic Facilitated by: [name]
Tentative Deadline: [date]
 - [Details]
Team Vote Needed? Yes/No
Topic Facilitated by: [name]
Tentative Deadline: [date]
- Event:
 - [Details]
 - [Details]
 - [Details]

----- TEAM PLAN OF ACTION -----

Action Item(s):

- [Text]
Assigned to: [NAME]
Suggested Deadline: [DATE]
- [Text]
Assigned to: [NAME]
Suggested Deadline: [DATE]
- [Text]
Assigned to: [NAME]
Suggested Deadline: [DATE]
- [Text]
Assigned to: [NAME]
Suggested Deadline: [DATE]

Next Team Meeting(s) will be scheduled on:

- ❖ [Date]

Overall Team Goals for next meeting...

- ❖ To follow up progress (see action items);
- ❖ To finish deliverable 1 as early as possible.

----- CLIENT COMMENTS -----

[ENTRY DATE]: [TEXT]*What to write: Any comments made by the client regarding project?*

----- MISCELLANEOUS -----

Resources: [TEXT]**Special Notes: [TEXT]**