RED TEAM

Red Team
Team Logbook Journal #4

Team Members:	Email:	Contact #:
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Red Team | Meeting 19

Location: Virtual – Microsoft Teams
Date: Friday, October 14th, 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 13th 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 17th at 7pm; however, Li was able to contact the client during this meeting and scheduled a client interview for Saturday October 15th at 10am.

- ➕ Decisions:
  - Li will interview the client and gather the User Stories Backlog by October 15th 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 17th 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	**Complete**
Updated Client Description/Business Problem	Chi-Tao	~~October 14th 2022~~ **October 15th 2022**	In Progress
Client Interview for the User Stories	Li Yu	~~October 14th 2022~~ **October 16th 2022**	Pending
Appendix 1 – User Stories & Backlog	All members	~~October 14th 2022~~ **October 17th 2022**	Pending
Appendix 2 – User Story Tests	All members	~~October 14th 2022~~ **October 17th 2022**	Pending
Appendix 3 - User Story Map	All members	~~October 14th 2022~~ **October 17th 2022**	Pending
Compile First Draft	Murat	~~October 14th 2022~~ **October 17th 2022**	Pending
Executive Overview	Murat	~~October 14th 2022~~ **October 17th 2022**	Pending
Review Final Draft	All members	October 18th 2022	Pending

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

Saturday, October 15th, at 2PM

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

Red Team | Meeting 20

Location: Virtual – Microsoft Teams
Date: Saturday, October 15th, 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 15th 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	**Complete**
Client Interview for the User Stories	Li Yu	October 15th 2022	**Complete**
Updated Client Description/Business Problem	Chi-Tao	October 16th, 2022	In Progress
Appendix 1 – User Stories & Backlog	All members	October 17th 2022	In Progress
Appendix 2 – User Story Tests	All members	October 17th 2022	In Progress
Appendix 3 - User Story Map	All members	October 17th 2022	In Progress
Compile First Draft	Murat	October 17th 2022	Pending
Executive Overview	Murat	October 17th 2022	Pending
Complete First Draft & send to Prof.	Patrick	October 17th	Pending
Review Final Draft	All members	October 18th 2022	Pending

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

Monday, October 17th, during allotted class time (or after class)
Goal: To finalize Deliverable 4 and submit it before/by October 19th 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** ---------------

Revision of Appendix 1,2,3
9:15am – 9:30am

- ↓ Updates:
  - Patrick showed User Story Map progress; to be reviewed by the team during this meeting.
  - Patrick still needs more time to work on the narrative description of future systems.

- ↓ Decisions:
  - Patrick to coordinate with Murat once the narrative description for future system section is completed.

- ↓ Events:
  - The team spent some time reviewing what needs to be worked on the User Stories & Tests (what the team has so far).
  - The team spent some time reviewing and suggesting modifications of the User Story Map.

Finalizing Deliverable 4 first draft
9:30am – 10:45am

- ↓ Updates:
  - Chi-Tao finished client description section and sent it to Murat to add to the compiled draft.
  - Murat on stand-by to compile the remaining sections.
  - The User Stories, Tests and User Story Map needs to be modified based on the suggested revisions made by the team.

+ 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	**Complete**
Client Interview for the User Stories	Li Yu	October 15th 2022	**Complete**
Updated Client Description/Business Problem	Chi-Tao	October 15th 2022	**Complete**

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

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

Wednesday, October 19th, during allotted class time (or after class)

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

Red Team | Meeting 22

Location: Virtual – Microsoft Teams
Date: Wednesday, October 19, 2022
Attendees: Patrick Larocque, Li Yu, Gerasimos Vlassopoulos, Chi-Tao Li, Murat Osmonov
Start Time: 9:30am | **End Time:** 10:25am

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

Discussion Topics:	Time Allocated:
▪ Feedback with the professor	30 minutes
▪ Finalizing Deliverable 4 Draft	15 minutes
▪ Preparing for Deliverable 5	5 minutes
▪ Future Meeting	5 minutes

--------------- **TEAM DISCUSSIONS** ---------------

Feedback with the professor
9:30am – 10:00am

➕ Updates:
- The document was reviewed by the professor yesterday, the meeting focused on what can be modified. Professor verbally suggested the modifications.
- The Miro free app gives a low-resolution image when exporting it into PDF. The professor is aware of this.
- For the User Stories, they must be measurable.

➕ Decisions:
- The professor asked to convert the User Story Backlog in text rather than a post-it note.
- The professor suggested to go over the Miro and look into the User Stories.
- Professor suggests following up with client on certain questions to be more specific
- Professor suggests matching the title of the User Story with the Acceptance Tests. Certain acceptance tests need to be more specific.

➕ Events:
- Patrick leading conversation and taking notes for the changes.

Finalizing Deliverable 4 First Draft
10:00am – 10:15am

- Updates:
  - Since each section are dependent of each other, the team would have to work on it some more before reconvening to review the document. There is a lot of work to be done based on the feedback provided by the professor.

- Decisions:
  - The team agreed to work on the title of the User stories and to be on standby while Patrick works on the other sections. Gerry suggested to take lead on modifying certain sections to lessen Patrick's workload.
  - The team will keep in touch outside meeting hours via MS Teams chat to review the document before submission.
  - Murat as team leader will submit the document (if time permitted).

- Events:
  - Patrick takes lead on editing the changes.
  - Chi-Tao putting notes together from meeting and sending it to the team.

Preparation for Deliverable 5
10:15am – 10:20am

- Decisions:
  - As Chi-Tao is team leader for this deliverable, Chi-Tao will prepare the checklist and task distributions by next meeting. The team decided to focus on deliverable 4 first before moving on to deliverable 5.
  - Li will arrange a call with the client to find out their availability to talk to them for the deliverable 5. The team will give their availability by next meeting so that Li can arrange a client meeting where majority is available.

- Events:
  - Chi-Tao doing some research on different UI designs to suggest to the team at the next meeting.
  - Chi-Tao reviewing the checklist for deliverable 5 to prepare to lead the next meeting.

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

Action Items:	Assigned to:	Target Date:	Status:
Schedule Next Meeting	All members	See below	**Complete**
Client Interview for the User Stories	Li Yu	October 15th 2022	**Complete**
Updated Client Description/Business Problem	Chi-Tao	October 15th 2022	**Complete**
Compile First Draft	Murat	October 17th 2022	**Complete**
Complete First Draft & send to Prof.	Patrick	October 17th or 18th 2022	**Complete**
Executive Overview	All members	October 17th 2022	**Complete**
Appendix 1 – User Stories & Backlog	All members	October 17th 2022	Reviewed; In Progress
Appendix 2 – User Story Tests	All members	October 17th 2022	Reviewed; In Progress
Review Final Draft & submission	All members	**October 18th, 2022, at 10PM**	In Progress
Client Interview for deliverable 5(for their availability)	Li Yu	October 21st 2022	In Progress

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

Friday, October 21st, during allotted class time (or after class)
Goal: To finalize Deliverable 4 and submit it before/by October 19th at 10PM. To start Deliverable 5 asap.