

Criterion B: Record of tasks

Task number	Planned action	Planned outcome	Time estimated	Target completion date	Criterion
1	Initial Meeting with Band Directors	Getting an <i>initial</i> understanding of what is needed from the website	15-20 Minutes	August 25th, 2023	A
2	Initial Planning	Planning out Possible Solutions	1 Hour	August 28th, 2023	A
3	First Meeting With Current Webmaster	Understanding the level of function in the band website	20 Minutes	August 29th, 2023	A
4	Additional Planning	Planning out Possible Solutions	40 Minutes	August 31st, 2023	A
5	Creating Form	Creating Form to better understand user needs	40 Minutes	September 24th, 2023	A
6	Editing Form	Creating a better form to understand user needs (based on input)	1 hour	September 27th, 2023	A
7	Gathering Data From the Form	Gathering Data from Current Users	2 Weeks	September 27th, 2023 - October 10th	A
8	Meeting with Assistant Band Director	Gaining a better sense of understanding from <i>staff</i> perspectives	20 Minutes	October 12th, 2023	A
9	Meeting with Main Client	Meeting with Dr. Parsons to finalize and clarify additional information	20 Minutes	October 24th, 2023	A

10	Building and Completion of Criterion A	Gathering Information into a Plan	1 Hour	October 25th, 2023	A
11	Criterion A Revisions	Updating Criterion A (based off of input from	2 Hours	November 9th, 2023	A
12	Building Timeline	Creating a Timeline of Events	1-2 Hours	November 17th, 2023	B
13	Creating Initial Design Outline	Creating an <i>Initial</i> Outline of how each application should work	2 hours	November 27th, 2023	B
14	Revising Designs and Timeline	Discussing with Advisors and Clientele to enhance the plan and outline	20 minutes	January 12th, 2024	B
15	Design Layout	Revising Outline	2 Hours	January 14th, 2024	B
16	Meeting with Current Webmaster	Meeting in regards to current website operations and how to transfer data	20 Minutes	January 15th, 2024	B
17	Meeting with Advisors	Discussing with Advisors on Website Operations	20 Minutes	January 18th, 2024	B
18	Meeting with Client	Discussing with Client on Website Operations and Testing Usability	20 Minutes	January 21st, 2024	B
19	Redesigning Layout	Redesigning Layout based off of Client Needs	4 hours	January 21st, 2024	B

20	Building Initial Design of Website	Sketching and Designing a more Updated Version of the Website	2 hours	January 21st, 2024	C
21	Updating Knowledge on how to Build Website	Learning extra skills on how to build a website: CSS, HTML, SQL, etc. Created a database for the Event system to function		January 21st - March 25th, 2024	C
22	Building the Foundation of the Project	Building the front-end, objects, and building the login form.		March 25th 2024- August 23rd 2024	C
23	Building the Back-End	Building the CRUD functions of the website, connecting front-end to CRUD functionality	12 Months	August 23rd, 2024 - March 28th, 2025	C
24	Documenting Website Progress and Details	Writing down processes of building the website itself, throughout development process	2 hours	March 28th, 2025	C
26	Meeting With Advisor + Current Webmaster	Getting additional feedback on the website itself	20 minutes	March 21st, 2025	C
25	Organizing Documentation	Organization and Updating Documentation of Building Process	4 Months	March 29th, 2024 - March 28th, 2025	C
27	Reflection of Testing Process and Potential Updates	Taking notes of design flaws and possible improvements, and	30 Minutes	March 28th, 2025	E

		implementing them into the website.			
28	Filming Video	Making a video of each test, product function, and design functionality	5 Minutes	March 29th, 2025	D
29	Evaluating Website	Meeting with Advisor on Process and Future of Product	20 Minutes	March 31st, 2025	E
30	Finalization of Documentation and Evaluation	Updating Documentation, and organizing all prior evaluations and exchanges into final product.	1 Hour	March 29th, 2025	E