## Criterion B: Record of tasks

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| Task number | Planned action | | Planned outcome | | | | Time estimated | | Target completion date | | | Criterion |
| 1 | Initial Meeting with Band Directors | | Getting an *initial* 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 *staff* 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 *Initial*  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 implementing them into the website. | | | | 30 Minutes | | March 28th, 2025 | | | E |
| 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 |
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