Team-Go Memoranda project

Release Documentation

**Team-Go Memoranda Release Notes Documentations**

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Product Description

The Memoranda application is designed to improve Time Management techniques for Software Engineers. At its core, the program creates new projects & tasks and keeps track of the progress made on them until the given end date. Additionally it also allows the programmer to import and make notes as well as edit or extend the dates on old tasks. By being designed as such the product is made compatible with any of the myriad Software Life Cycle that the users may utilize for any given project.

New Additions to Memoranda

Originally the Memoranda application was capable of:

* Creating and deleting new projects
* Adding and removing tasks to new projects
* Setting starting and ending times and dates to new projects
* Importing and exporting files from Computer
* Packing and unpacking projects
* Importing and Exporting stickers (in text or html format)
* Edit tasks and Projects
* Edit, create, schedule & delete Events and Processes
* Import and consolidate resources

New Additions:

* Created a Tools dropdown menu
* Added a Timer function with alarm and stopwatch capabilities to the Tools dropdown
* A separate Tasks view from the Processes view
* An advanced panel in the Preferences section under the File menu
* Right click option to go to Processes view
* Look and Feel is renamed as Theme in Preferences dialog
* Renamed Options in Processes view
* Moved all options in the User Types section to Advanced Section in Preferences
* Added Items and Item Types

Resolved Issues:

* Fixed doMinimize method so that the program iconizes instead of exiting when clicked
* Part of the Spanish text in the project is changed
* Fixed Hide option in Advanced section of Preferences so that the window can actually hide.
* Fixed start on Minimize function
* UserTypes option in Preferences is now preset
* Edit, Insert and Format menus are only available on Notes view
* New note option in File menu only activiates in Notes view

Remaining Issues

* Some Spanish text remains on import and export buttons
* Delete project and Open Project does not always work
* New Project option should be only available in Agenda
* Insert Table dropdown is not working
* More tools might be needed

Documentation

For a general user guide on Memoranda consult online Memoranda web site on [memoranda.sourceforge.net/doc/1.0/](http://memoranda.sourceforge.net/doc/1.0/). This page can also be accessed through the user guide panel on under the Help dropdown menu.

Reports about bugs can also be made through bugs page ([sourceforge.net/p/memoranda/bugs/](https://sourceforge.net/p/memoranda/bugs/)) on the Memoranda web site, this also can be accessed through the Help dropdown in the Report a Bug option.

For information on modifications made by Team-Go please access: <http://www.public.asu.edu/~aacalde1/memoranda.html>

Instructions for Timer Function:

The Timer function is used to increase efficiency of the coder by practicing to increase his speed or completing the task by a certain allotted time.

To access the timer function:

* Go to Tools menu and click on Open Timer

The timer function contains three separate features Timer, Stopwatch and Alarm

How to Use Alarm:

* Shift views to alarm by clicking on alarm (the view should be on timer when the function initiates.
* Click on the Set feature, a dialog box will pop-up where the user may enter the exact time they wish for the alarm to go off in hours, minutes and seconds.
* Click OK and then select enable to activate the alarm. When the time is up the alarm will buzz.
* If you wish to stop the alarm any time before the allotted time then click on the Disable button.

How to Use Stopwatch:

* First shift to the Stopwatch view by clicking on the Stopwatch button on the top of the dialog box between Timer and Alarm.
* To start the Stopwatch feature please click on the Start button, the stopwatch should begin itself.
* Once the task is completed please click on the Stop button which should be on the same place as the Start button before.
* If you wish to reuse the stopwatch feature for another task then please click on the Reset button.

How to Use Timer:

* When opening the Timer dialog box the Timer view should open by default and thus there is no need to shift views. However, the timer view can easily be accessed by clicking on Timer at the top of the dialog box.
* First set the timer to the desired number of hours minutes and seconds by clicking on Set button and the click on Start button.
* The timer should begin counting down from then on until 0.
* In order to pause an ongoing Timer click on Stop button and the program.
* In order to reset an ongoing Timer click on the Reset button.