

PROCESS REPORT

LARP EVENT SOFTWARE SOLUTION



Version 2.1

GROUP 34

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# Version History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented By** | **Revision Date** | **Approved By** | **Approval Date** | **Reason** |
| 1.0 | T. Hoàng | 12th Feb | - | - | Layout of document  First meeting information |
| 1.1 | C. Hart | 9th Mar | - | - | Modifications  Update |
| 2.0 | T. Hoàng | 16th Mar | - | - | Update t/m Week 4 |
| 2.1 | T. Hoàng | 24th Mar | - | - | Update t/m Week 5 |

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# Week 1.5

## Meeting #0.5

Date: Monday 12th February 2018  
Time: 10:00 AM  
Location: Fontys R1 2nd floor, Common Area  
Attendees: Talia, Thanh, Chanelle

#### Agenda

1. Company’s name and logo
2. Project plan v1.0
3. Questions for client

#### Company’s name and logo

Discusion: The name for the company should relate to our names. EL from Chanelle, ON from Dholon, IA from Talia and AH from Thanh, forming ELONIAH

Final decision: ELONIAH (see logo at top)

#### Project plan V1.0

Discussion: The cover and set up

#### Questions for client

Discussion: What the questions will be for the client

## Task Delegation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Start Date** | **Assigned to** | **End Date** | **Completed by** |
| Company’s name | 12 Feb ‘18 | Everyone | 12 Feb ‘18 | Everyone |
| Company’s logo | 12 Feb ‘18 | C. Hart | 20 Feb ‘18 | T. Hoàng |
| Project plan v1.0 | 12 Feb ‘18 | Everyone | 20 Feb ‘18 | T. Santos |
| Questions for client | 12 Feb ‘18 | Everyone | 20 Feb ‘18 | Everyone |

# Week 2

## Meeting #1.0

Date: Tuesday 20th February 2018  
Time: 3:00 PM  
Location: Fontys R1 2nd floor, Common Area  
Attendees: Project Team, Mentor, Client

**Roles:**

* Chair: Talia
* Secretary: Thanh
* Minute taker: Chanelle

#### Agenda

1. Presenting the revised project plan.
2. Presenting what the team have researched for identification methods and ask for the mentor’s advice.

**Advice on revised project plan**

Discussion and advice over:

* The following parts of the document were not up to par: problem description, project statement’s introduction.
* Phrasing of document was leading to misunderstanding.
* Source code vs. Licensing the software
* Advised to add the following: detailed process of application, architecture, workflow diagram
* Advised to prepare our presentation of prototype to the client soon.

**Advice on ID methods**

Discussion and advice over:

* RFID:
  + Cost-efficient: cheap, reprogrammable and better than plastified paper
  + Obtainable to use as a demo at the end of this block.
  + Can be used in parallel with barcode for extra security.
* Final decision for QR Code: should be used as tickets

**Extra points discussed during the meeting**

*System risks*

The mentor brings up risks for us to consider. Namely, he suggests a few cases where the applications crash (database issues), or the ID method fails (smudged barcode).

*Conduct of meeting*

The mentor suggests we do the rotation on positions for next meetings, so everyone can learn each role

# Week 3

## Meeting #2.0

Date: Tuesday 6th March 2018  
Time: 3:00 PM – 3:30PM  
Location: Fontys R1 2nd floor, Common Area  
Attendees: Project Team, Mentor

**Roles:**

* Chair: Chanelle
* Secretary: Thanh
* Minute taker: Thanh

#### Agenda

1. Ask for mentor’s advice on what we have researched for RFID cards
2. Ask for mentor’s advice before meeting with the client.
3. Ask for mentor’s advice on the architecture we made according to previous feedback.
4. Present our bare layout for the setup document to see if we may be missing something

**ID Methods**

*Barcode*

We discuss the risk of losing the barcode and the respective solutions: re-verify ID, get another card at a price or relocate data.

*Bracelet*

The mentor proposes categorizing participants by their bracelet colors as a visual aid for visitors and staff. We should also note the price of the bracelet.

**Architecture**

The mentor gives us an example draft of a blueprint: how all applications are connected to each other and to the database.

He also proposes a decentralized system for databases so that when one fails, the whole system stays functional. A backup database was also mentioned.

The mentor stresses on the risk of a database crashing and reminds us about the robustness of our software solution

The mentor suggests things we can include in our architecture: back-up mechanisms, availability of database. He also mentions that we should opt for a more networked design.

**Setup document**

The mentor suggests changes to layout of the document: the MoSCoW section should be an appendix.

The mentor suggests a detailed description of all processes involved in the architecture.

The mentor suggests adding a ‘Dependencies’ section to the document, stating in details the dependencies and risks of our software.

**Project plan**

The mentor remarks that the Table of Contents looks good.

Meeting #3.0

Date: Tuesday 6th March 2018  
Time: 3:30 PM – 4:00PM  
Location: Fontys R1 2nd floor, Common Area  
Attendees: Project Team, Mentor, Client

**Roles:**

* Chair: Chanelle
* Secretary: Thanh
* Minute taker: Thanh

**Agenda**

1. Propose our budget
2. Discuss how to handle source code after the project is over
3. Present our research and proposal for identification in events
4. Discuss further into the website: the must-have's, should-have's and would-be-nice-to-have's

**Budget**

The client thinks the budget requires further justifications: hours spent and the licenses necessary.

The client agrees with a proposed amount of 5000 euros; however, our mentor thinks it can be improved.

**Handling of source code**

If we want to sell the software as a license with an expiration date – thereby keeping our work copyrighted – we will need a maintenance contract to the client.

**Identification: cards or bracelets**

The client prefers bracelets despite its higher price (negligible to him). He thinks it is more personal and harder to lose than a card. He thinks categorizing people by their bracelet is a good idea and he also suggests having different member access for different bracelets.

The client emphasizes security of method: if the price is higher but the device is more personal and cannot be swapped from person to person, we should opt for that device.

**Website**

|  |  |
| --- | --- |
| Must-have | Nice-to-have |
| The client mentions:   1. Visual appeal 2. Should be informative to visitors 3. Commercial functions: tickets, reservations and cancellations 4. Personal information of visitors *must* be carefully stored. | 1. About page for the client’s company. (Proposed and approved) 2. About page for the event itself (Proposed) 3. Room for feedback and reviews (Client) 4. Links to social media (Client) 5. Picture gallery (Mentor) |

**Extra points discussed during the meeting**

*Event*

We proposed to the client bundled prices and he thinks it would be an interesting option to consider.

*Application*

The application will run on Windows, only the website will run on mobile devices. However, the client thinks it will be fancy if we have a mobile app for the event.

# Week 4

## Meeting #3.5

Date: Tuesday 20th March 2018  
Time: 2:50 PM – 3:30PM  
Location: Fontys R1 2nd floor, Common Area  
Attendees: Project Team, Mentor

**Roles:**

* Chair: Thanh
* Secretary: Thanh
* Minute taker: Chanelle and Talia

**Agenda**

1. We will ask for the mentor’s feedback on the Project Plan v2.0
2. We will ask for the mentor’s feedback on the Setup Document v1.0
3. We will briefly update the mentor on our progress as a whole

Meeting had to be cut short due to the mentor having previous engagements. The next ProP Meeting will be on Tuesday, and will be extended due to this meeting’s time  
being cut short.

**Feedback**

We have assisted the mentor in setting up his local git repository. He will inform us when he will be ready to give us feedback. In the meantime, he will let us know after he has pushed the comments on git.

**Security**

We have to consider the security of the website when it comes to transactions: we’re  
currently limited to the knowledge from WEB1. We may have to learn more.

## Task Delegation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Start Date** | **Assigned to** | **End Date** | **Completed by** |
| The architecture | 13th Mar ‘18 | T.Hoàng | - | - |

Next meeting will address points on this week’s agenda and potentially future issues after we have received the mentor’s feedback.

# Week 5

## Meeting #4

Date: Tuesday 13th March 2018  
Time: 3:50 PM – 4:25PM  
Location: Fontys R1 2nd floor, Common Area  
Attendees: Project Team, Mentor

**Roles:**

* Chair: Thanh
* Secretary: Thanh
* Minute taker: Chanelle

**Agenda**

1. Discuss the Project Plan
2. Discuss the Setup Document
3. Ask for the mentor’s advice before meeting with the client

We have received the feedback on our git repository. Therefore, the meeting was shorter than expected as we only had to clarify a few points instead of going over everything like we’d initially planned.

**Project Plan**

The mentor raised a question of which documents were going to be continuously updated and which ones were going to be frozen.

We agreed that the Project Plan is the only plan that freezes and it defines the start and the direction. Therefore it should:

* Have more predictability
* Be abstract as possible

The mentor also reminded us that the Project Plan can be changed, but only with the agreement of all stakeholders.

**Setup Document**

The mentor asked about the people authorized to access the applications: except for the self-service store applications which are open to all visitors, the rest is only for personnel.

The mentor suggested:

* Add page numbers to all documents
* Clarify the database and show that updates to the database are immediate

There was a statistical feature which was not clear to the mentor and so we were advised to reconsider the phrasing of the feature.

**Schedule planning**

We agreed to:

* Deliver the final, modified Project Plan and Setup Document at the end of this week
* Keep the appropriate documents continuously updated

For the client, we agreed that:

* There will be one final proof-read of all documents conducted by the mentor before we present it to the client
* We will only invite the client for important questions: In this case, he will be invited for the website and the GUI.
* Method of presentation: interactive meeting.
* After presenting, we will also propose our budgets and finalize an agreement.

Any time we need feedback, we can also ask the mentor.

## Tasks delegation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Start Date** | **Assigned to** | **End Date** | **Completed by** |
| The Setup Document | 23th Mar ‘18 | T.Hoàng | 23th Mar ‘18 | T.Hoàng |
| The Project Plan | 23th Mar ‘18 | C.Hart | - | - |
| HTML & CSS for:   1. Activities 2. Camping 3. Camping Registration 4. Events 5. Login 6. Rules 7. Setting 8. Sign up | 19th Mar ‘18 | T.Santos | - | - |
| HTML & CSS for:   1. Bundles 2. Company’s Information 3. Food & Drinks 4. Homepage 5. Loaning Items 6. News 7. News Extra 8. Participants | 19th Mar ‘18 | D.Akter | - | - |

# Mark justification

(details)

|  |  |  |
| --- | --- | --- |
| **Name** | **Mark** | **Reason** |
| Dholon Akter | 10 |  |
| Chanelle Hart | 10 |  |
| Talia Santos | 10 |  |
| Thanh Hoàng | 10 |  |

# Individual Reflection

# Dholon Akter

## SWOT Analysis

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
|  |  |
| **Opportunities** | **Threats** |
|  |  |

## Learning moments

## Self-evaluation of spent effort

## Improvements for next project

# Chanelle Hart

## SWOT Analysis

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
| Documenting skills  Organizational skills Presentation skills | Lack proactivity  Lack punctuality |
| **Opportunities** | **Threats** |
| Get ahead in deadlines  Start healthy habits – sleep early | Loads of third-party assignments |

## Learning moments

* Everyone has their own view and style for the project, and our ideas tend to clash. I learned that with patience and cooperation, we can create something better than our individual ideas.
* During the 3rd meeting, I learned that we cannot accept the price our client offers us, and we have to fight for a better offer.
* I learned that an organized meeting retrieves better results than a prolonged one.

## Evaluation of spent effort

* Loads of documentations – I enjoy it.

## Improvements for next project

* (N/A - at a later date)

# Talia Santos

## SWOT Analysis

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
| Presenting skills  Team work  Fairly dedicated | Problems with grasping concepts from courses’ knowledge necessary for this course.  Very easily have trouble with specific tasks due to having difficulties with the base knowledge.  Horrible time management.  Proactivity leaves much to be desired at times. |
| **Opportunities** | **Threats** |
| Ogranize time better so my performance in both the project and other courses does not suffer.  Ask for help more.  Research more to make up for gaps in knowledge.  Develop better organizational skills to achieve better time management, and therefore, become more efficient. | Problems juggling time between project and other assignments from other courses.  Being at a complete loss of what to do to keep up with the rest of the team’s skills and being afraid to communicate it. |

## Learning moments

* I realized very quickly that sometimes getting everyone on the same page took more effort and better communication than I ever thought, but that ultimately, it was our differences as individuals that made for the best results since we can get a diverse variety of opinions and points of view at times.
* Communicating your difficulties and asking for help can actually speed up tasks within the project, and it’s alright to ask for help.
* Organizing is truly essential, could clearly see the difference in the different meetings we’ve had.

## Self-evaluation of spent effort

Spent effort was sufficient, I’d like to say.

## Improvements for next project

# Thanh Hoàng

## SWOT Analysis

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
| Grasp concepts fairly easily  Sufficiently dedicated | Troubles conveying ideas  Impatience  Taking over work too much |
| **Opportunities** | **Threats** |
|  | Working too individually  Miscommunication |

## Learning moments

* I learned that a disorganized meeting is taxing on the team’s performance
* People are good at different things; being patient with myself when I am not good and others when they are not good will be beneficial for all parties involved.

## Self-evaluation of spent effort

The spent effort is sufficient.

## Improvements for next project

# Appendices

## Appendix A: Report of the interview with the client

## Appendix B: Process Report Setup

A sufficient structure of the process report might include the following:

* Title page
* Table of contents
* Global work division
* Week 1:
  + Minutes
  + Who did what
* Week 2:
  + Minutes
  + Who did what
* …
* Week 20:
  + Minutes
  + Who did what
* Mark justification
  + What mark do you feel you deserve
  + Justify by mentioning the strong and weak points of your system and process
* Individuals reflections
  + Strong/Weak traits that affected the project
  + Learning moments from the project
  + Evaluation of spent effort
  + Improvements for next project (what could you do better next time?)
* Appendix A: Report of the interview with the client