**Criterion B: Record of Tasks**

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| Task Number | Planned Action | Planned Outcome | Time estimated | Target completion date | Criterion |
| 1 | Informally reaching out to the potential client | The signed consent form contract | 1 day | Tuesday, August 20 | A |
| 2 | Interviewing the client regarding the problem | Understanding the problem encountered by the client | 1 day | Thursday, August 29 | A |
| 3 | Interviewing the client regarding the solution | Understanding expected functionalities of the app as well as finalized design specifications from the client | 1 day | Saturday,  August 31 | A |
| 4 | Researching about CSS, Java DB, JavaFX, and SQL | Understanding how to implement these features into the app | 7 days | Thursday, September 5 | A |
| 5 | Designing what the app will look like | Finished sketches of all the pages of the app with all the functionalities labeled in | 3 days | Saturday, September 7 | B |
| 6 | Identifying all of the classes and the relationships they have | A mind map that outlines the functionality of the program | 3 days | Sunday, September 8 | B |
| 7 | Figuring out the algorithm and logic behind the functionality | Pseudocodes that outlines the functionality for each module of the program | 2 days | Monday, September 9 | B |
| 8 | Set up the database | The database is set up and all the tables are created | 2 days | Thursday, September 13 | C, D |
| 9 | Making a working login and register page | Login and Register page are fully functional with all possible errors or runtime exceptions handled | 2 days | Wednesday, September 18 | C, D |
| 10 | Making the home and search page | The home page has all of the components needed and fully functional as the home search button should redirect to the search page and the clients button should redirect to the clients page. The search page is also fully functional where users can type in a keyword and it will display results for both clients and documents containing the keyword. | 4 days | Friday, September 27 | C, D |
| 11 | Making the clients and clients overview page | The clients page should be able to display all of the clients and clicking each client will redirect user to the client overview page with the specific client’s information. Users should be able to add clients in the clients page and update and delete clients in the client overview page. | 5 days | Friday, October 4 | C, D |
| 12 | Implement Apache PDFBox to make PDF Documents and saving them in database | PDFBox library can be implemented in the code. Users should be able to add and update documents and display them in a pdf format. Pdf documents can be saved in the database by converting it to a suitable data type. | 3 days | Wednesday, September 11 | C, D |
| 13 | Implement FileChooser and add filters so that users can only choose accepted file formats | Users should be able to upload documents and add an image for their client. When uploading a document, users can only select pdf files. When uploading an image, users can only selects jpg or png files. | 2 days | Saturday, November 30 | C, D |
| 14 | Adding registration code feature and a logs page | The registration code feature works exactly as outlined in the success criteria. Logs page also works exactly as expected in the success criteria. | 3 days | Tuesday, December 3 | C, D |
| 15 | Meet with my client to review current working application | Client and I will go through an unfinished working application for them to provide advice or recommendations on the design of the app. | 1 day | Monday, January 20 | E |
| 16 | Integrating CSS to style the app | The GUI is styled so that it does not appear dull and everything is structured for clarity. GUI is user-friendly. | 3 days | Thursday, January 23 | C, D |
| 17 | Testing the Application by Supervisor | Supervisor and I will go through the functionalities of the product to ensure all the features are working and to discuss possible improvements. | 1 day | Monday, January 27 | E |
| 18 | Making final edits and fixing the functionality of the product | All of the functionality is working and every success criteria have been met under different circumstances | 5 days | Friday, January 31 | C, D |
| 19 | Meet with my client to test final product and discuss recommendations and future improvements | Client and I will meet to go over the app and ensure that the app achieves all of the success criteria. Client and I will need to discuss ways in which the app can be further developed or improved. | 1 day | Monday, February 3 | E |