

Sri Lanka Institute of Information Technology

Status Document 01

2024

GROUP ID: R24-059



ELEVATING EFFICIENCY AND SUSTAINABILITY IN LARGE-SCALE COCONUT OIL MANUFACTURING THROUGH PROGRESSIVE STRATEGIES (COCOCLARITY MOBILE APP)

Reg No: IT21020308

Name: Dewmini A.M.

Batch: Information Technology

Table of Contents

1. Team Communication.....	4
2. Microsoft Teams Calls and Chat.....	4
3. WhatsApp calls and text message communication with the supervisor.....	9
4. Phone Calls with External Supervisor and Others	12
5. Physical meeting with supervisor and Team members.....	13
6. Gantt Chart	15
7. Work Breakdown Structure.....	16

List of Figures

Figure 1 Teams Call with Supervisor	4
Figure 2 Teams Call with Supervisor	5
Figure 3 Teams Call with Members.....	5
Figure 4 Teams Call with Members.....	6
Figure 5: Teams call with supervisor	6
Figure 6: Teams Chat.....	7
Figure 7:Teams Chat.....	8
Figure 8:Teams Chat.....	8
Figure 9: meeting Confirmation with Supervisor.....	9
Figure 10:Chats with supervisor.....	10
Figure 11: Whatsapp Calls.....	11
Figure 12: Call with External Supervisors In CRI.....	12
Figure 13: Calls with CDA officers	12
Figure 14: Physical meeting with supervisor.....	13
Figure 15: meetup of team members	14
Figure 16: Meetup with external supervisor	14
Figure 17:Gantt Chart.....	15
Figure 18:Work BreakDown	16

1. Team Communication

The team chose Microsoft Teams as their primary communication channel, forming a dedicated Team with all four group members. We also used Zoom to communicate with supervisors, provide updates, and receive comments on the project's progress. Regular team conversations were arranged to discuss, share knowledge, and plan.

The crew also used WhatsApp as an additional tool to stay in constant communication with their supervisors. This enabled timely updates and cooperation between the supervisor and co-supervisor, ensuring that everyone was informed and on the same page throughout the project

2. Microsoft Teams Calls and Chat

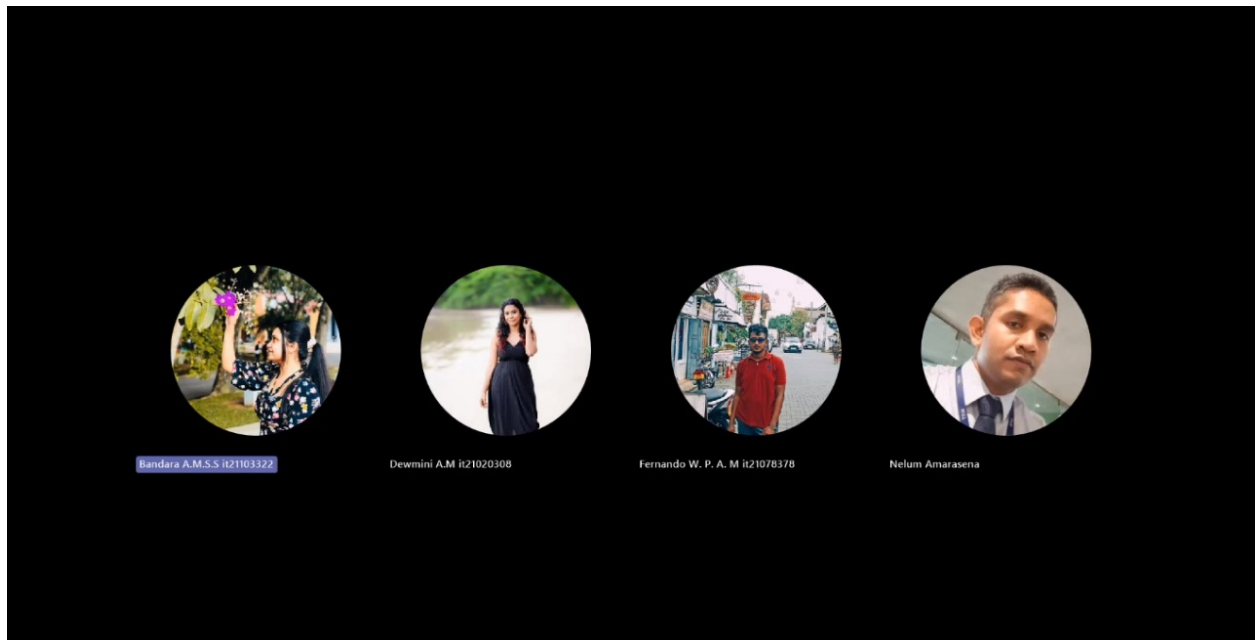


Figure 1 Teams Call with Supervisor

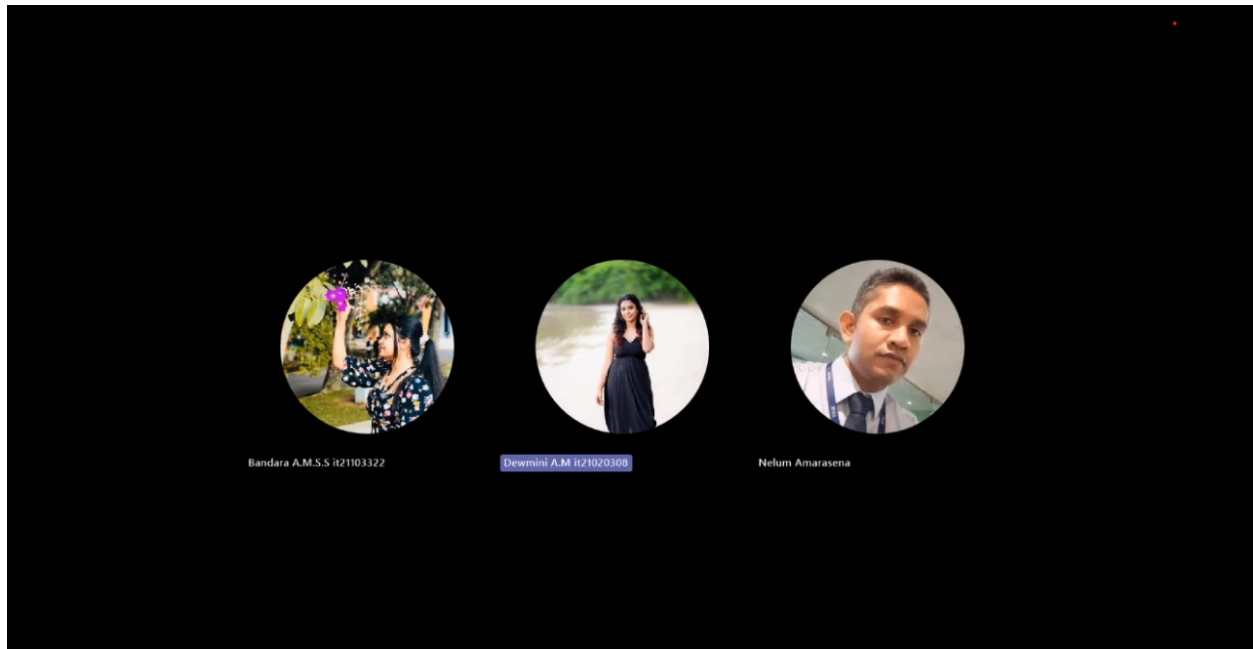


Figure 2 Teams Call with Supervisor

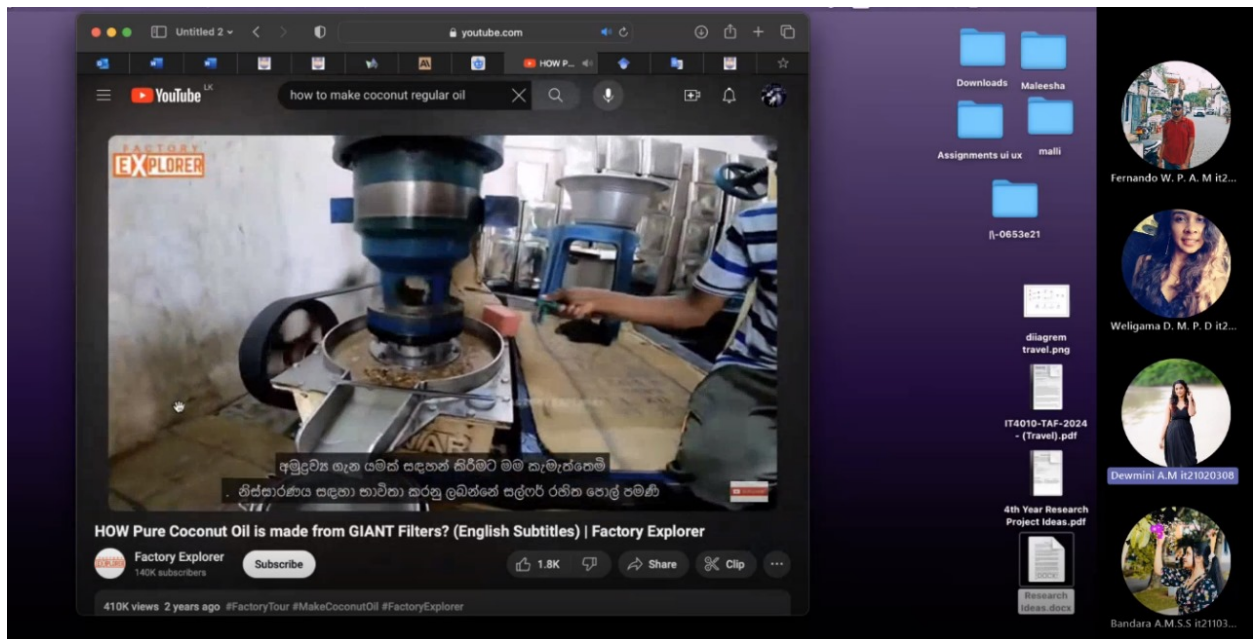


Figure 3 Teams Call with Members

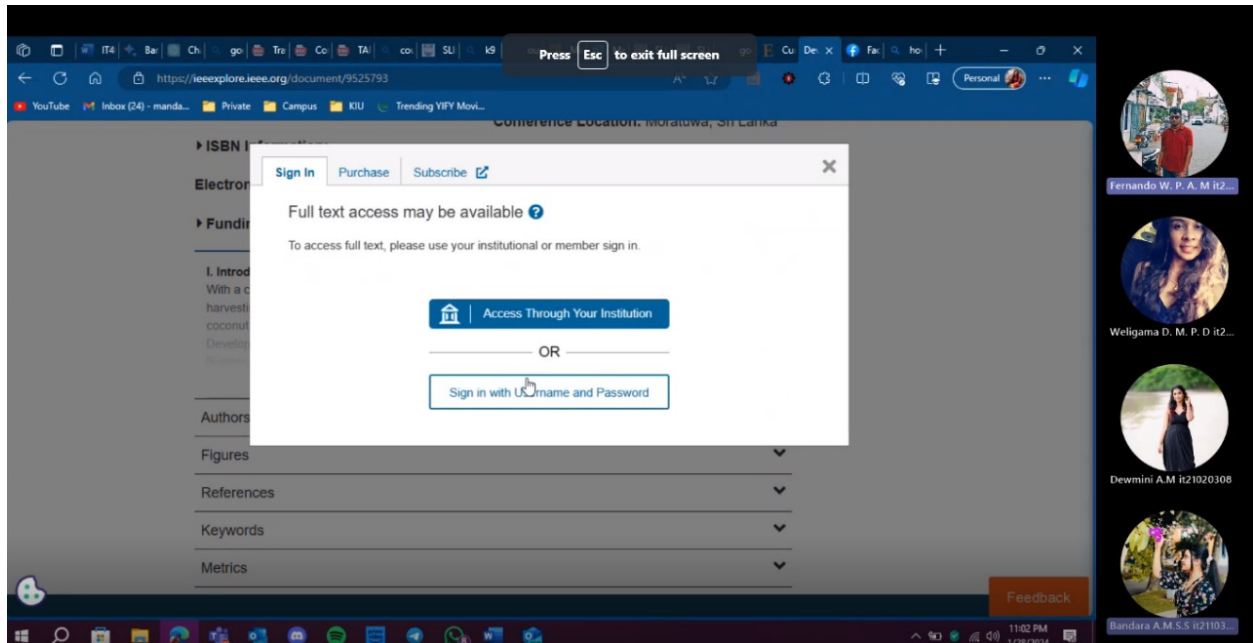


Figure 4 Teams Call with Members

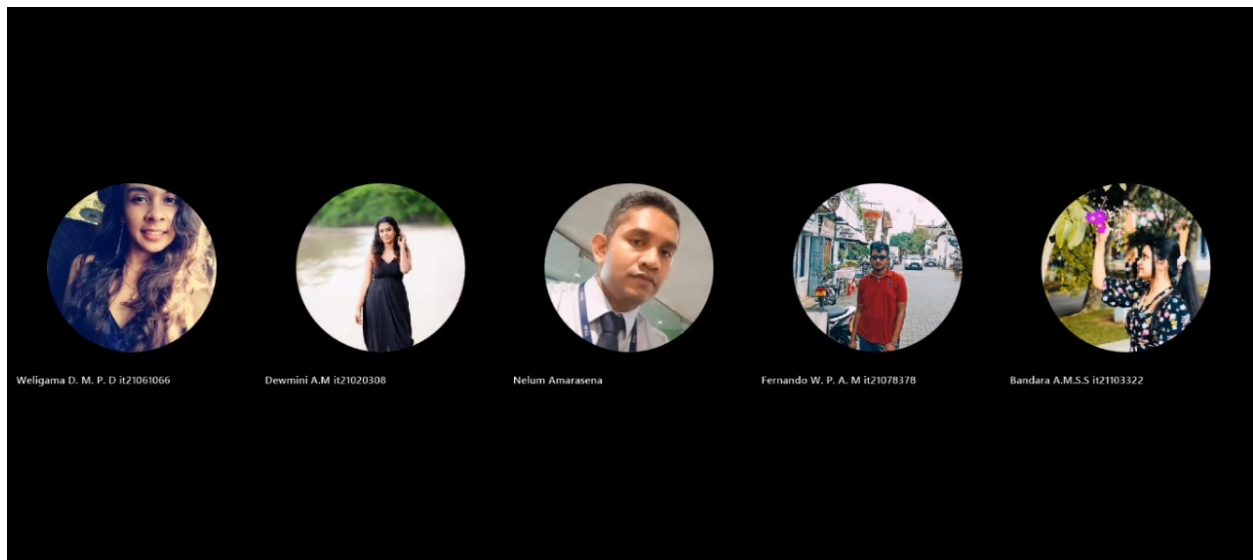


Figure 5: Teams call with supervisor

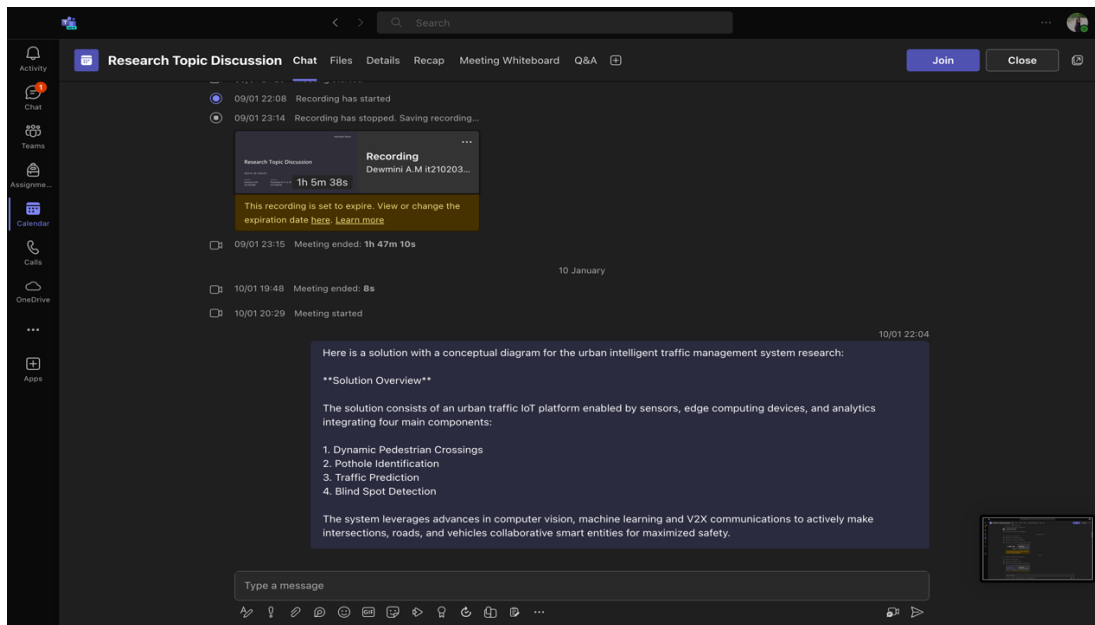


Figure 6: Teams Chat

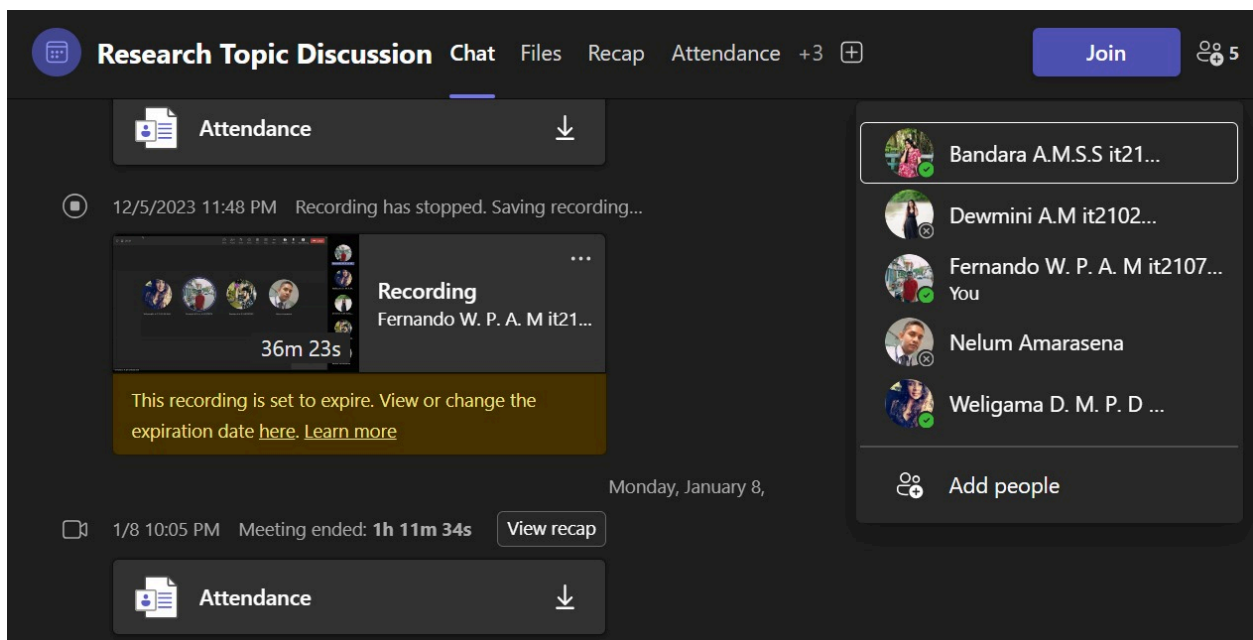


Figure 7: Teams Chat

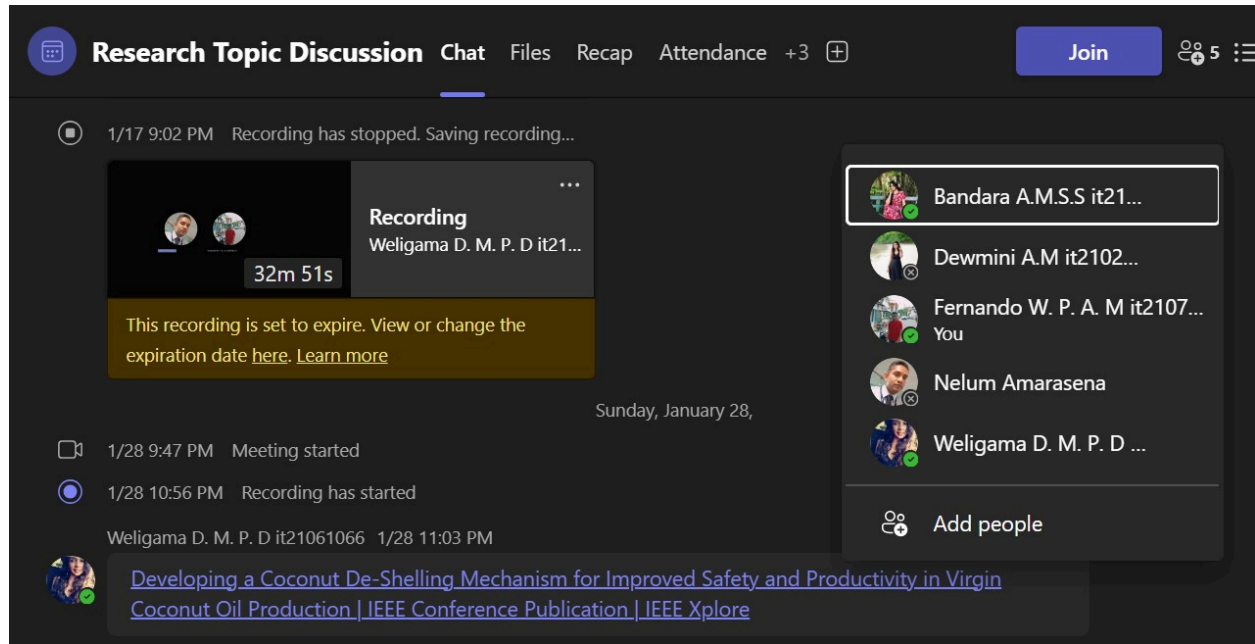


Figure 8: Teams Chat

3. WhatsApp calls and text message communication with the supervisor.

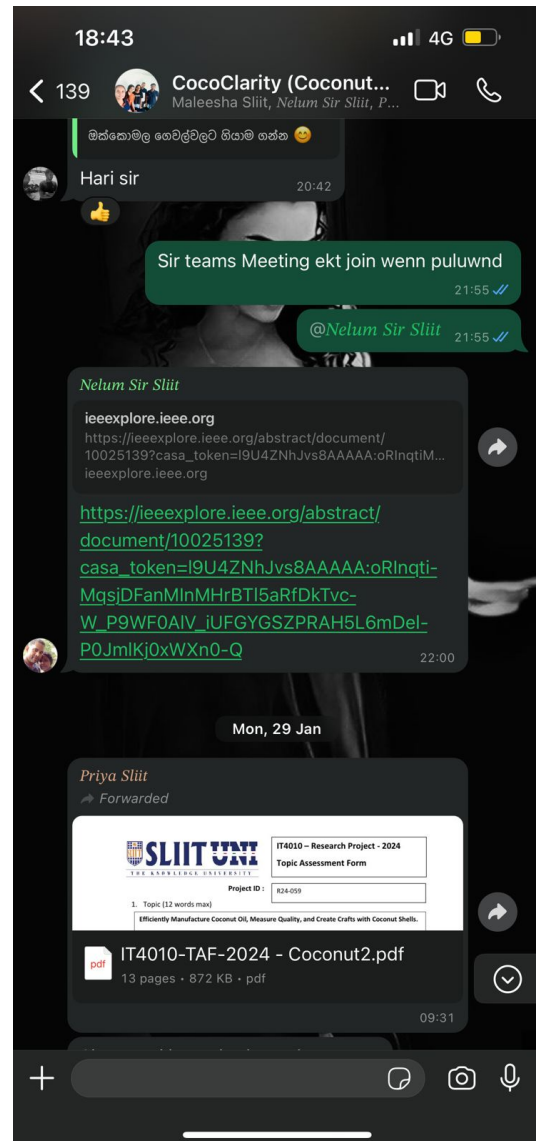
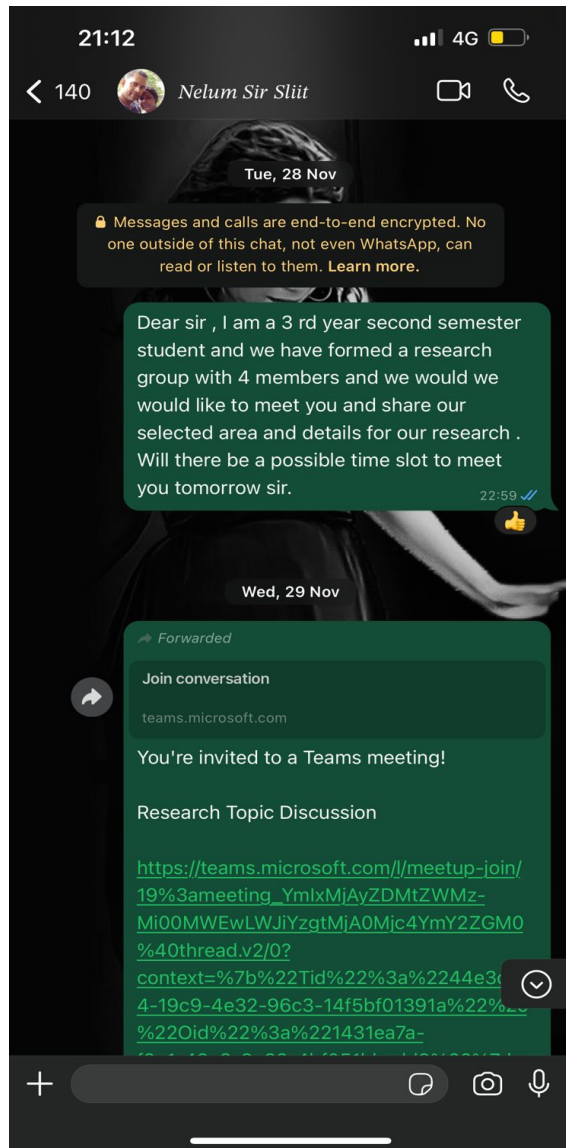


Figure 9: meeting Confirmation with Supervisor

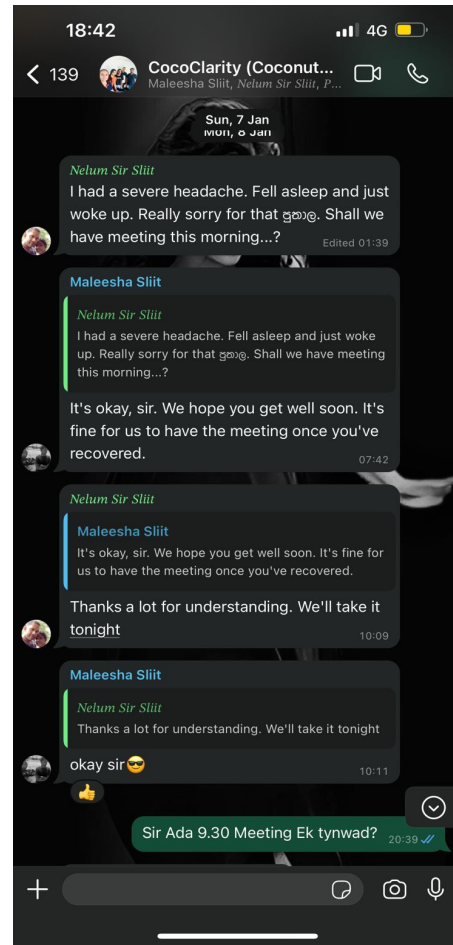
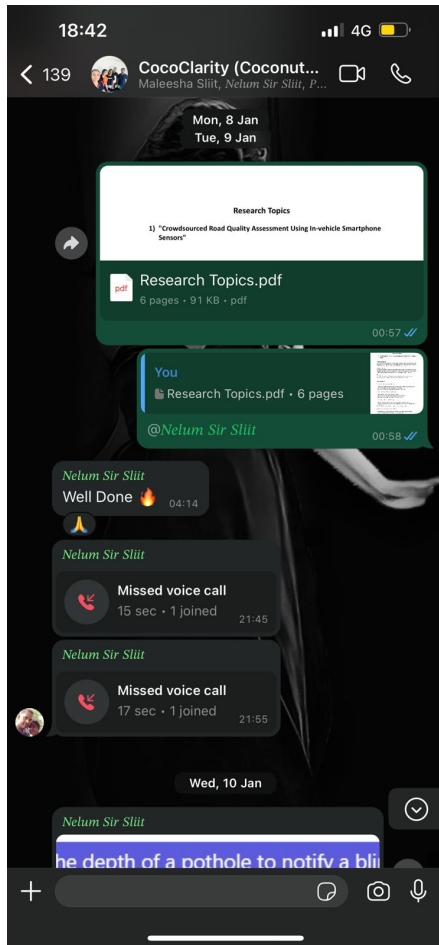


Figure 10:Chats with supervisor

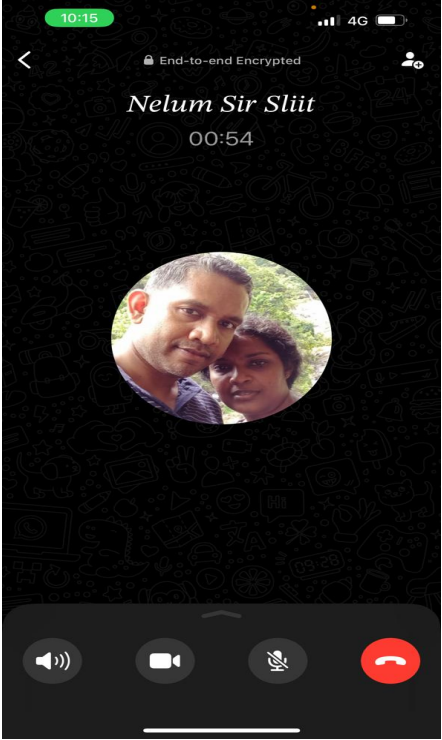
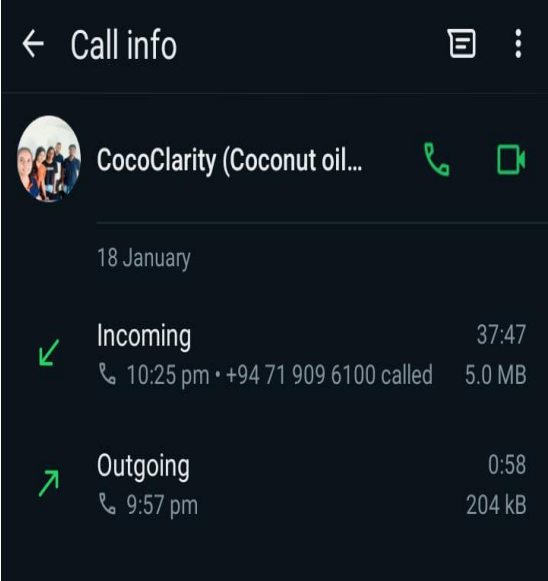


Figure 11: Whatsapp Calls

4. Phone Calls with External Supervisor and Others

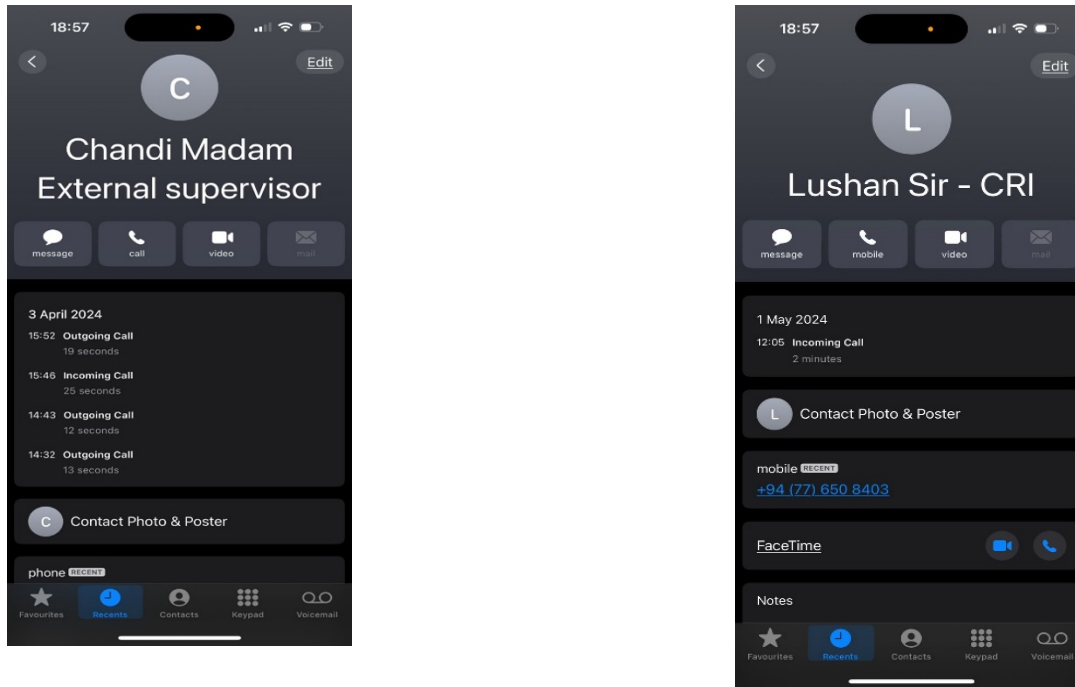


Figure 12: Call with External Supervisors In CRI

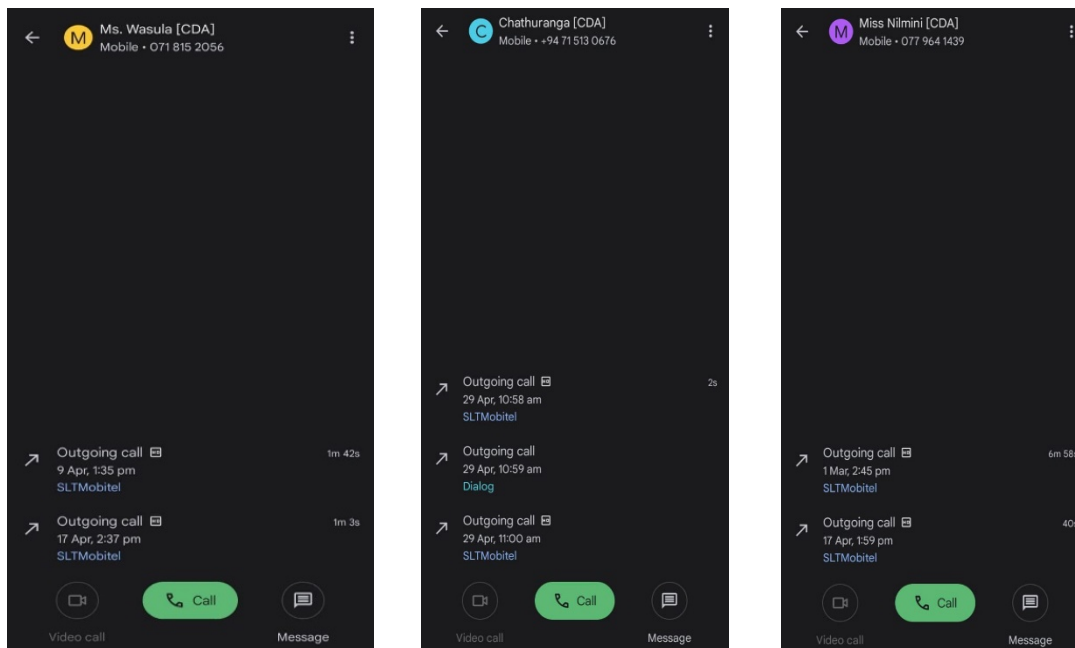


Figure 13: Calls with CDA officers

5. Physical meeting with supervisor and Team members



Figure 14: Physical meeting with supervisor



Figure 15: meetup of team members



Figure 16: Meetup with external supervisor

6. Gantt Chart

A Gantt chart is a visual tool used in project management to show the timeline of a project. It displays the start and finish dates of the various elements of a project, such as tasks, milestones, and phases, as well as their dependencies.

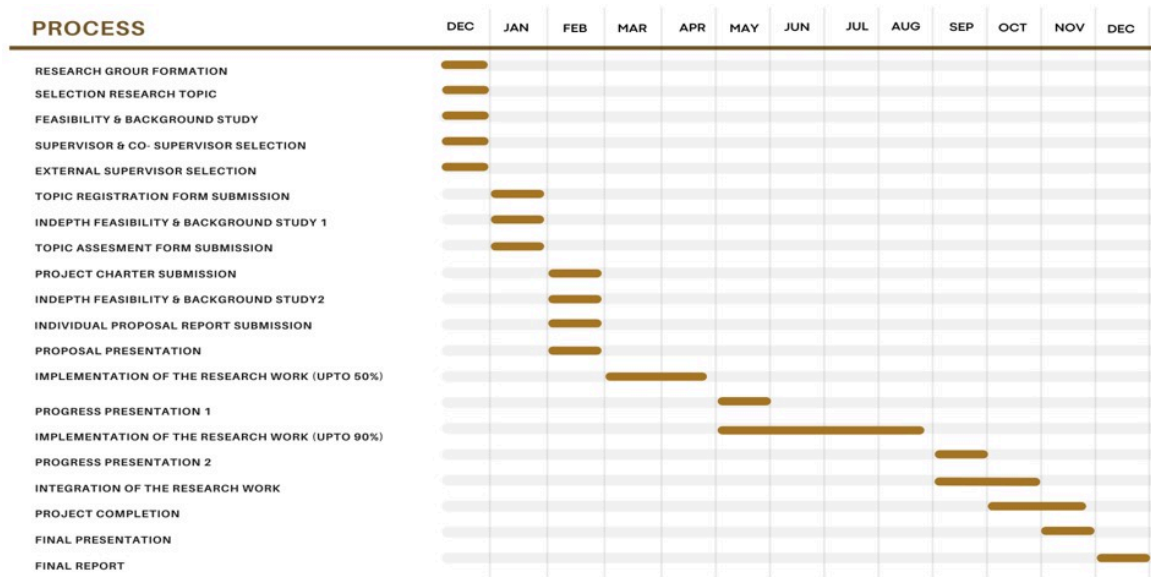


Figure 17:Gantt Chart

7. Work Breakdown Structure

A work breakdown structure (WBS) is a structured breakdown of a project into smaller, more manageable parts. It is divided into distinct deliverables and tasks that help streamline project planning, execution and project management.

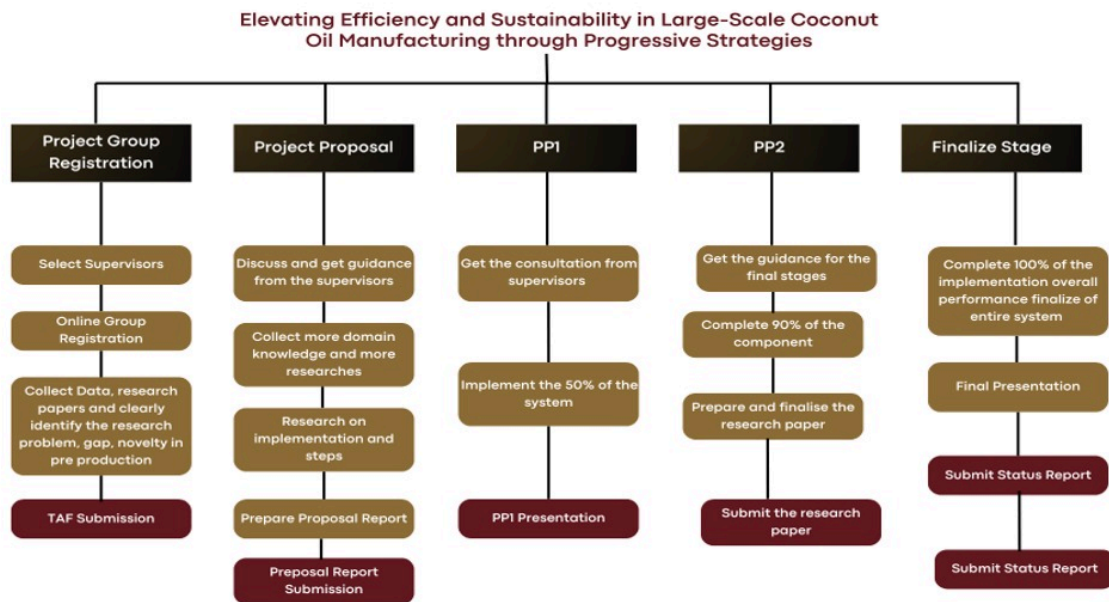


Figure 18: Work BreakDown