**Notes from Wednesday Meetings**

6/3

**SPMP**

* Framework Tasks
  + Initial layout of what is going to be completed for the project
  + How do these fit in? What is the timeline? Understanding of things needed to do/Preliminary schedule of when it would be worked on
    - Create Project Charter
    - Create ERD
    - Use Case Specification documents
    - Analysis Artifacts
* SPMP should be a continuously updated
  + Working plan to deliver the project on time and on budget
    - Look at the next couple weeks at details as to who is working on what
  + Update SPMP for submission
* Code going to have to be tested
  + Different tasks needed to accomplish
* Framework recurring tasks
  + Weekly meetings
  + Team lead – weekly status, meetings, assigning work
* Task Network Diagram detail
  + Task defined, know if there are any predecessors / successors in task list
  + Every task you have should appear on task network diagram
  + status reports & weekly meetings ARE NOT part of the task network diagram since they are recurring
    - It is happening but does not shift the due date of any tasks
    - Listed as actions taking place

**Constraints**

* Performance constraints typically defined by user
  + i.e. application will be down from 12AM to 3AM
  + run a batch process to update accounts
  + Defined at customer level
* Technical constraints-defined at IT level
  + Determine the High-level tasks then break it down
    - i.e. use case artifacts
    - Pre-Project documents- break it down
      * ERD
      * SPMP
      * Project Charter
    - As we get close and know more, break down high level tasks into smaller tasks
    - Everything should be high-level until you are ready to work on it
      * When starting working, break it down into solvable problems
    - Team lead to have understanding of how much time is being used and the accuracy and re-estimate times

**Functionality**

* Reward System
  + Based off of how much money is being spent
    - award points having a certain type of room and length of stay
    - build up points to redeem them for future discounts or dollar amounts for things bought during the stay
* Login
  + Common login page, based on ID that it will be an employee or customer
    - take each to respective interface
* Third Party Website
  + Provided a file that requests reservations
  + provide back a file with the results
* Reward System
  + Show user current status of their rewards
  + What to redeem the rewards
* Guests/Customers
  + All guests are considered customers
  + can just reserve something then cancel it
    - since the customer actually performed a task
  + Any task that has a “log” to it by someone is considered a customer/ employee