Project Notebook

Vanilla Systems

IT-493-DL2

Team Notebook

1/26/2023 - Team Meeting after lecture to talk about the syllabus and , client out reach to touch base on what we accomplish in 492, showcased 493 gantt chart.

Week 1 - 1 hour 30 minutes

2/2/2023 - The team held a meeting to discuss the creation of a GitHub repository for assignment 2 and reviewed the project roadmap using the Gantt chart, ensuring task assignments were clearly understood.

Accomplishments:

The team was able to review the project's goals and objectives.

Using the Gantt chart, the team was able to break down the project into individual tasks, assign start and end dates, and delegate tasks effectively.

The team was able to visualize the project timeline, identify overlapping tasks, and adjust timelines and tasks to meet the project's deadlines.

Meeting Highlights:

Tony reviewed the project's goals and objectives.

The team used the Gantt chart to break down the project into individual tasks and discuss the details of each task.

The team delegated tasks logically and efficiently.

The team adjusted the timeline and delegated tasks to ensure that the project's deadlines could be met.

Next Steps:

The team should continue to monitor progress against the Gantt chart and adjust tasks and timelines as necessary.

Regular communication should be maintained to ensure that everyone is on the same page.

Tasks should be delegated in a logical and efficient way to ensure that each team member has a clear understanding of their responsibilities.

Week 2 - 1 hour 50 minutes

2/8/2023 - Clarified the points of concern underneath website hosting/ provide the client the front-end alpha test , back-end team php/mysql research time.

Accomplishments:

   Reviewed progress made since the last meeting and updated the client on the project's status.

   Informed the client about the web hosting options available and recommended the best plan to meet their needs.

   Discussed using VMware to display the alpha stage of the website to provide the client with a visual aid of the final product.

   Addressed any questions and concerns the client had and reassured them that the project was progressing as planned.

Meeting highlights:

   Reviewed progress and informed the client about web hosting options and recommended a suitable plan.

   Discussed using VMware to display the alpha stage of the website and provided a timeline for the project's completion.

   Addressed any questions and concerns the client had.

Next steps:

   Continue developing the website according to the timeline established.

   Keep the client informed of any changes or updates made to the project.

   Conduct further meetings with the client to ensure their satisfaction with the project's progress and development.

Week 3 - 2 hour 20 minutes

2/9/2023 - Delegate website developmental tasks, brought team up to speed on what's expected of them before next wednesday. Turned in time sheet + time slots of what team has accomplished throughout the week.

Accomplishments:

Reviewed progress made since the last meeting

Assigned specific responsibilities based on team members' skills and expertise

Discussed time sheets and the importance of accurate time tracking

Identified areas for improvement and ensured that the project remained on track

Meeting Highlights:

Effective delegation of tasks based on skills and expertise

Clarification of expectations and requirements for each task

Discussion of time sheets to ensure accurate time tracking

Productive meeting that helped keep the project on track

Next steps:

Review and address any challenges or issues that arise during the week

Ensure that tasks are completed on time and to the expected standard

Continue to communicate effectively and collaborate as a team

Prepare for the upcoming sponsor client meeting and ensure that the website is ready to showcase the template, color schemes, navigation bars, and other design elements.

Week4 - 2 hours

2/15/2023 - Website Review | The focus of the meeting was on reviewing the website, identifying bugs and errors, discussing the upcoming sponsor client meeting, and allocating tasks for code review.

Agenda:

Review of the website's current stage

Identification of bugs and errors

Discussion of the upcoming sponsor client meeting

Meeting Highlights:

Review of progress made since the last meeting, identifying bugs and errors that needed to be fixed.

Henry discussed addressing the issues and allocated tasks to team members for the code review.

Discussion of the upcoming sponsor client meeting to showcase the website's design elements.

Tony brought up the gantt chart to ensure everything could be completed before the meeting.

Beza discussed handling questions and concerns from the sponsor client and incorporating their feedback.

Code reviewers were Jesse, Thushal, and Ammar.

Next steps:

Completing the code review and addressing any bugs or errors identified

Incorporating feedback from the sponsor client meeting into the website's development

Continuing to work closely with the client to ensure their expectations are met and the website is delivered on time

Monitoring progress against the gantt chart and adjusting tasks and timelines as needed

Regularly communicating with team members to ensure everyone is on the same page and addressing any challenges or issues that arise during the development process.

Week5 - 2 hours

2/22/2023 - Client Meeting | Client brought up some parts of the website he liked and didn't like. Asked about how web hosting services and if we could recommend any to him.

Accomplishments:

Vanilla Systems listened carefully to the client's feedback and took detailed notes of their suggestions on the navigation bar and text fields.

Jesse discussed potential solutions to fix the issues raised by the client, and Vanilla Systems agreed to present an updated version of the website with the required fixes in the next sponsored meeting.

Tony provided the client with detailed information on different web hosting options, including their features, pricing, and technical specifications.

The client had no concerns and is excited for the alpha stage of the website.

Meeting highlights:

Client provided feedback on specific issues with the website, including the navigation bar and text fields.

Vanilla systems took note of the feedback and agreed to prioritize fixing the issues.

Jesse proposed potential solutions to the issues raised and agreed to present an updated version of the website with the required fixes in the next sponsored meeting.

The client requested information on web hosting options suitable for their business needs, and Tony provided detailed information on different options, including features, pricing, and technical specifications.

Tony answered the client's questions and clarified any uncertainties they had.

The client expressed excitement for the alpha stage of the website.

Overall, the fifth team meeting was productive, and Vanilla systems is committed to working closely with the client to ensure the website meets their expectations and is delivered on time.

Next steps:

Jesse, Thushal, and Ammar implementing the fixes discussed during the meeting to improve the navigation bar and text fields.

Henry and Beza could work on incorporating any further feedback from the client into the website design and development.

Tony could follow up with the client on their preferred web hosting option and set up the necessary infrastructure for the website's alpha stage.

The team could continue to work closely with the client to ensure that the website meets their expectations and is delivered on time. Regular check-ins and progress updates may be necessary to ensure that the project stays on track.

Week 6 - 2 hours

03/01/2023 - Client Feedback

Accomplishments:

Reviewed client feedback from the previous week's meeting regarding buggy text fields and poor navigation bar experience.

Confirmed high-priority tasks to fix these issues.

Assigned team members to work on each issue, with Ammar and Thushal volunteering to push the updated version of the website.

Beza and Henry tasked to assist walking the client through the new changes implemented on the next sponsored meeting.

Tony and Jesse continued working on back-end development of the website for user login and authentication.

Productive client feedback meeting where everyone understood their roles and expectations for the project.

Action Items:

Fix the buggy text fields and poor navigation bar experience

Push updated version of the website

Prepare for the next sponsored client meeting by demonstrating the new changes made

Continue developing the back-end for user login and authentication

Next Steps:

Work on assigned tasks to ensure the project stays on track

Prepare for the upcoming meetings and ensure that all necessary information is available

Keep communicating effectively and frequently to ensure everyone is aware of the project's progress and any changes that may occur.

Week 7 - 2 hours

03/08/2023 - Division of tasks and meetings before spring break.

Accomplishments:

Reviewed Gantt chart to track progress during seventh team meeting.

Discussed completed and pending tasks.

Discussed upcoming tasks and timeline for completing them.

Agreed to meet during spring break to share progress made.

Emphasized the importance of taking time off during the break to recharge.

Meeting Highlights:

Reviewed Gantt chart to track progress.

Discussed completed and pending tasks.

Discussed upcoming tasks and timeline for completing them.

Agreed to meet during spring break to share progress made.

Emphasized the importance of taking time off during the break to recharge.

Next Steps:

Team members will continue to work on their assigned tasks during the spring break.

The team will meet during the break to share progress made and provide feedback.

The team will take time off during the break to recharge and come back refreshed for the final push of the senior design project.

The project will continue as per the project plan and any issues or challenges will be addressed and resolved in a timely manner.

Week 8 - 2 hours

03/15/2023 - Spring break meeting

Accomplishments:

Shared progress made during spring break in the eighth team meeting.

Demonstrated minor bug fixes during sponsor meeting weeks ago.

Prepared a walkthrough presentation for the client to showcase the new website with feedback.

Completed back-end development of the php script for the log-in function of the website.

Meeting Highlights:

Shared progress made during spring break.

Demonstrated minor bug fixes and declared that the issue was resolved.

Prepared a walkthrough presentation for the client to showcase the new website with feedback.

Completed back-end development of the php script for the log-in function of the website.

Next Steps:

Alpha stage of the project needs to be completed in the coming weeks.

The team will continue to work on the tasks identified during the meeting.

A sponsored client meeting is scheduled for the near future and the team will prepare for it accordingly.

Any issues or challenges that arise during the alpha stage will be addressed and resolved in a timely manner to ensure the success of the project.

Week 9 - 2 hours

03/22/2023 - Alpha stage of website.

Accomplishments:

Reviewed non-functional and functional parts of the website in the ninth team meeting.

Identified areas that did not meet the requirements.

Brainstormed possible solutions to improve the failing checks.

Prepared for the upcoming sponsor meeting scheduled for the following week.

Divided the team to assist in the functionality checks and review the presentation to the client.

Meeting Highlights:

Reviewed non-functional and functional parts of the website and identified areas that did not meet requirements.

Brainstormed possible solutions to improve the failing checks.

Discussed upcoming sponsor meeting and prepared for it.

Divided team to assist in functionality checks and review presentation to the client.

Next Steps:

Team members will work on the identified areas that did not meet the requirements and implement the solutions brainstormed during the meeting.

Beza and Henry will conduct the walkthrough for the client and address any questions or concerns.

The team will continue working on the project tasks as per the project plan and update the plan if necessary.

Week 10 - 2 hours

03/30/2023 - Assignment Delegation/Slide deck for assignment 10/11/12

Accomplishments:

Delegated assignments 10, 11 and 12 to team members Thushal, Ammar and Beza, respectively.

Assigned specific tasks for each assignment: test, quantification and training.

Provided clear instructions and expectations for the assigned tasks.

Assignments:

Assignment 10: Test

Assigned to: Thushal

Task: Thushal is responsible for carrying out the necessary testing for the assigned project task.

Assignment 11: Quantification

Assigned to: Ammar

Task: Ammar is responsible for quantifying the results of the project task assigned.

Assignment 12: Training

Assigned to: Beza

Task: Beza is responsible for conducting the training necessary for the assigned project task.

Next Steps:

Team members Thushal, Ammar and Beza are expected to complete their assigned tasks in a timely manner and report their results.

The team will review the results and make any necessary adjustments to the project plan.

The team will continue working on the project tasks as per the project plan.

Week 11 - 2 hours

04/06/2023 - Go-Live demo team tasked, finalize website and schedule the last few meetings with client.

Accomplishments:

The team has identified roles for each member in presenting the web application to the class.

Meeting highlights:

The team has decided on the roles for the presentation.

The team has discussed the presentation format and content.

Next steps:

The team should prepare the presentation slides and live-demo for the web application.

The team should rehearse and finalize the presentation before the deadline.

The team should ensure that the presentation is professional, engaging, and informative.

Week 12 - 2 hours

4/13/2023 - Slide deck creation for final presentation, peer eval, roles and responsibilities

Accomplishments:

Discussed peer evaluations and confirmed the due date.

Reviewed the slides for the demo and made necessary adjustments to mimic the final presentation.

Thushal for the final presentation.

Final touches to the website.

Next Steps:

Wait for the next meeting with Vanilla System's client, 'Addis', to view and approve the finished product.

Week 13 - 3 hours

4/20/2023 - Class lecture + Addis accepting the website along with signed documentations of website completion.

Accomplishments:

Showcased the website's functionalities to Addis during the meeting.

Reviewed the features listed on the original contract with Addis.

Everyone in Vanilla System provided Henry with their slides for the final presentation.

Assigned speaker roles to everyone for the final website demonstration.

Next Steps:

Prepare for the final presentation on Thursday.

Rehearse the presentation and ensure that all speakers are well-prepared.

Address any last-minute concerns or questions from Addis.

Turn in completed project notebook.

Week 14 – 1 hour

Meeting Highlights:

Vanilla System team lead presented the completed website to Addis and provided an overview of the key features and functionalities.

Both the team lead and Addis signed the final signoff sheet for the project, indicating that all the project deliverables have been met.

Addis raised some concerns regarding handling out-of-scope questions, and the team lead clarified that Vanilla System was strictly fulfilling the contractual obligations.

Jessie demonstrated the navigation experience of the website to Addis, emphasizing the ease of use and highlighting any unique features.

Tony gave Addis a rundown of the website's database structure and explained how Addis could change the email feedback to their email once the project was handed over.

Addis expressed satisfaction with the completed website and thanked the Vanilla System team for their efforts throughout the project.

Customer Sign-off Sheet

Team Name: Vanilla Systems

Project Goals:
1. Reduce time spent for client recruitment and onboarding by at least 50%
2. The system should function as a platform for increased internet presence
3. Decrease time spent on data entry and management by 50%
4. Relatively user friendly and functional system across multiple device types

Team Lead: Anthony Tortora, Vanilla Systems	**Sponsor:** Addis Kassie, Great Oaks Cleaning Solutions

Project Deliverables:
1. Web-based client onboarding system that reduces the time spent on recruitment and onboarding by at least 50%
2. Custom-designed website that functions as a platform for increased internet presence
3. Integration with a data management system to decrease the time spent on data entry and management by 50%
4. User-friendly and functional system across multiple device types

By signing this document, I acknowledge that I have delivered all the stated deliverables to the agreed quality levels on time.	By signing this document, I acknowledge that I have received all the stated deliverables to the agreed quality levels on time.
Team Leader Signature: _(signed)_	**Sponsor Signature:** *addis kassie*
Date: 23 Apr 2023	**Date:** 23 Apr 2023