



**Faculty of Science and Technology**  
**420-436-VA | System Development**

# **TEAM LOGBOOK #1**

**Due Date:**

Saturday August 31, 2024

**Presented by the**  
**Red Team**

Douyon Sebastiangpillai  
Amir-Georges Haya  
Raeeba Rahman  
Grechelle Marie Beatrix Uy

**Client:** Georges AMO  
**Contact Name:** Georges Haya

**TABLE OF CONTENTS**

---

**TABLE OF CONTENTS.....1**

**First Meeting.....2**

**Second Meeting..... 4**

**Third Meeting..... 5**

---

## First Meeting

Thursday, August 22, 2024, 16:00 to 18:00 @ System Development Class

---

### In Attendance:

Raeeba Rahman  
Douyon Sebastiampillai  
Amir-Georges Haya  
Grechelle Marie Beatrix Uy

---

### MEETING NOTES:

#### 1. *Starting the Deliverable 1 Report*

- 1.1. Amir found a potential client
- 1.2. Completed over half of the Deliverable 1 report
- 1.3. Members have decided which tasks they want to do.

### Conclusion:

Our chosen client will be **Georges Haya**, the owner of a construction business. Our project will consist of creating an **asset manager** and **material calculator** for his business. We've determined that the different areas of responsibility for each member regarding the creation of the project will be:

#### **Front-end Development:**

Grechelle Marie Beatrix Uy  
Raeeba Rahman

#### **Back-end Development:**

Douyon Sebastiampillai

#### **Database-end Development:**

Amir-Georges Haya  
Raeeba Rahman

We will be communicating through **Instagram** and **Discord**, and our meetings will be held regularly **every Thursday during our System Development class**.

Amir will be our main **point of contact (POC)** as the client is his father. Therefore, it will be up to him to complete the description of the client and business problem portion of the

Deliverable 1 report.

---

**Completed Tasks:**

- Front matter completed
- Client has been determined
- Team organisation has been partially determined

**Next meeting:**

- Deliverable 1
  - ◆ Table of Contents
  - ◆ Executive Overview
  - ◆ Description of client, potential users and business problem
  - ◆ Project Plan

---

**MINUTES TAKEN BY**

Grechelle Marie Beatrix Uy & Raeeba Rahman

---

---

## Second Meeting

Tuesday, August 27, 2024, 15:00 to 16:00 @ System Development Class

---

### In Attendance:

Raeeba Rahman  
Douyon Sebastiampillai  
Amir-Georges Haya  
Grechelle Marie Beatrix Uy

---

### MEETING NOTES:

#### 1. **Project Manager (Deliverable 1 Report)**

- 1.1. Started Project Plan
  - 1.1.1. Started planning the project timeline
    - 1.1.1.1. Added tasks for the whole project
  - 1.1.2. Assigned members for tasks for Deliverables 1 and 2
  - 1.1.3. Added timeline for tasks to be done for Deliverables 1 and 2

### Conclusion:

We started the **Project Plan** in the Deliverable 1 Report. We completed the timeline for Deliverable 1 & 2 tasks. We're planning on completing the entire project timeline during the next meeting this Thursday.

---

### Completed Tasks:

- Finished Project Plan for Deliverable 1 and Deliverable 2

### Next meeting:

- Completion of Project Plan
  - Completion of Deliverable 1
- 

### MINUTES TAKEN BY

Grechelle Marie Beatrix Uy & Raeeba Rahman

---

## Third Meeting

Thursday, August 29, 2024, 12:00 to 16:00 @ System Development Class

---

### In Attendance:

Douyon Sebastiampillai  
Amir-Georges Haya  
Grechelle Marie Beatrix Uy

---

### MEETING NOTES:

#### 1. **Completing Deliverable 1**

- 1.1. Completing the Project Plan
  - 1.1.1. Assigning members and adding timelines for tasks for Deliverables 3 to 7

#### 2. **Instructor checks Deliverable 1 report, logbook, and project plan**

- 2.1. Instructor gave feedback on the Deliverable 1 Report and gave answers to questions we had for the report
- 2.2. Instructor gave feedback on the Project Plan and helped in the management of the task and timeline predecessors

#### 3. **Members were reminded to finish their personal logbook**

### Conclusion:

Deliverable 1 is wrapping up and very close to completion. All that remains is to finish the Project Plan section and to revise our document in preparation for submission. We also reminded ourselves of everything that needed to be submitted. Additionally, our E-Commerce teacher visited to discuss the possibility of merging this project with his class project.

---

### Completed Tasks:

- Finalised most sections of Deliverable 1
- Received and incorporated feedback from the instructor
- Prepared for the submission of Deliverable 1

**Next meeting:**

→ Planning for Deliverable 2

---

**MINUTES TAKEN BY**

Grechelle Marie Beatrix Uy

---