



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

TEAM LOGBOOK 2

Due Date:

Monday September 16, 2024

Presented by the
Red Team

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

Client: Georges AMO
Contact Name: Georges Haya

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First Meeting

Tuesday, September 3, 2024, 14:43 to 15:42 @ System Development Class

In Attendance:

Raeeba Rahman

Amir-Georges Haya

Douyon Sebastiaimpillai

Grechelle Marie Beatrix Uy

MEETING NOTES:

1. Starting the Deliverable 2 Report

- 1.1. Going over potential questions to ask the client
- 1.2. Revising the Project Plan by reassigning team members to other tasks
- 1.3. Rechecking the task timelines in the project plan
- 1.4. Changing a few task timeline for the project plan for Deliverable 2
- 1.5. Confirmed which tasks each member will do based on the project plan done during Deliverable 1

Conclusion:

We have chosen to make some changes to the project plan since, after the lecture, we realized our current plan had some task distribution and task timeline issues. Grechelle and Douyon will now do the questionnaire, whereas Amir and Raeeba will do the open questions. We also discovered that the deadline for Deliverable 2 is actually a week earlier than we initially thought (from September 19, it's actually around September 12 - 14). Thus, we had to change the task deadlines for Deliverable 2 in the project plan.

Completed Tasks:

→ Assigned tasks and revised task timelines for the Deliverable 2 Project Plan

Next meeting:

→ Prepare questions to ask the client (Questionnaire)

MINUTES TAKEN BY

Grechelle Marie Beatrix Uy & Raeeba Rahman

Second Meeting

Thursday, September 5, 2024, 12:00 to 16:00 @ System Development Class

In Attendance:

Douyon Sebastiampillai
Amir-Georges Haya

Grechelle Marie Beatrix Uy

MEETING NOTES:

1. Create a list of questions for the questionnaire

- 1.1. Came up with questions for the upcoming interview with the client

2. Feedback from the instructor

- 2.1. Instructor clarified that we do not need two (2) login pages (one for the client and one for the client's customers).
- 2.2. Instructor suggested that we clarify our client's company with our E-Commerce instructor to avoid confusion in the future
- 2.3. Instructor gave several suggestions on our application's user interface

3. Project Plan timeline readjustment

- 3.1. Deliverables 2 & 3 are apparently merged therefore project plan timeline readjustment is needed

Conclusion:

We finished the questionnaire to be used for when we interview the client. We also clarified project requirements and got feedback from the instructor. Furthermore, we also learned that Deliverables 2 & 3 will be merged. Based on that information, we have adjusted our Project Plan timeline which resulted in the final project being 1 week early for the deadline. Raeeba was not present for this meeting as she was not feeling well, but this was not an issue as the main task to be done for this meeting was the questionnaires which is the task of Grechelle and Douyon.

Completed Tasks:

- Questionnaire part for Deliverable 2 & 3

Next meeting:

- Client meeting of Raeeba and Amir

→ Reviewing work that has been done

MINUTES TAKEN BY

Grechelle Marie Beatrix Uy

Third Meeting

Saturday, September 7, 2024, 17:10 to 18:30 @ **Discord Voice Chat**

In Attendance:

Amir-Georges Haya

Raeeba Rahman

MEETING NOTES:

1. Meeting with the client

1.1. *Met with the client and asked him questions that were mainly about :*

1.1.1. His desired features for the system as well as how his business environment functions

1.1.2. How his current inventory work and what improvements he would like for us to implement into the new inventory system

1.1.3. How he wants the room calculator to work

(All questions and client answers were recorded in the Deliverable 2 & 3 report.)

Conclusion:

We met with the client and asked him the questions prepared during the last meeting, as well as some extra open questions for clarification. We documented his answers in the Deliverable 2 & 3 report.

Douyon and Grechelle were not present at the client meeting, since they do not speak French. Thus, as a team, we decided that they did not have to attend the client meeting, as they would not have understood what the client was saying since he only speaks French.

Completed Tasks:

→ Obtained client's answers to the questionnaire

Next meeting:

→ Write user stories

→ Separate user stories by order of priority

MINUTES TAKEN BY

Raeeba Rahman

Fourth Meeting

Tuesday, September 10, 2024, 13:32 to 15:50 @ System Development Class

In Attendance:

Amir-Georges Haya

Douyon Sebastiaimpillai

Raeeba Rahman

Grechelle Marie Beatrix Uy

MEETING NOTES:

1. Work review

- 1.1. Reviewed the work we've done so far for Deliverables 2 & 3.
- 1.2. Asked the teacher for clarification regarding the business domain, open questions, client meeting and features :
 - 1.2.1. The business domain is simply a description of the industry, whereas the business environment is a description of how the client's business functions.
 - 1.2.2. The narrative version of the open questions as well as the open questions asked during the client meeting can both be included in the final report.
 - 1.2.3. The client meeting must be included in the Team Meeting Logbook 2, but justification must be provided as to why certain members did not attend the client meeting in both the report and the Team Meeting Logbook 2.
 - 1.2.4. Certain features that are not possible to implement in full (e.g., displaying the different prices of the same material from various sellers) can be rejected.
- 1.3. Decided that the team leader for Deliverable 2 will be the team leader for this Deliverable.

2. Changes made to team members' task assignments

- 2.1. Switched Amir and Grechelle's Appendix tasks

3. Worked on Deliverable 2 & 3 report

- 3.1. Amir and Raeeba worked on Appendix 1 & 2
- 3.2. Douyon worked on Appendix 3

Conclusion:

During this meeting, we reviewed the work we've done up to this point and asked the teacher some questions to make sure we understood our tasks properly. He also reviewed our work and gave us some feedback.

Since Grechelle had to leave the meeting early as she was not feeling well, to avoid delays, it was decided that Amir would complete Appendix 2 with Raeeba, and Grechelle would work on Appendix 3 with Douyon later.

Amir and Raeeba completed the user stories and story tests for Appendix 2. Douyon is working on Appendix 3 with Grechelle.

Completed Tasks:

- Completed user stories
- Completed story tests

Next meeting:

- Complete Appendix 3
 - Review Deliverable 2 & 3 report
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MINUTES TAKEN BY

Raeeba Rahman & Grechelle Marie Beatrix Uy

Fifth Meeting

Thursday, September 12, 2024, 12:00 to 13:20 @ System Development Class

In Attendance:

Amir-Georges Haya

Douyon Sebastiaimpillai

Raeeba Rahman

Grechelle Marie Beatrix Uy

MEETING NOTES:

1. Working on Deliverable 2 & 3

- 1.1. Douyon and Grechelle worked on the Narrative Description
 - 1.1.1. Questions regarding the User Interface came up such as how does the application notifies if a material is out of stock
- 1.2. Raebba and Amir worked on finalising the report

2. Brainstorming User Interface

- 2.1. We came up with different User Interface designs for the Inventory System
- 2.2. The user interface should be at the client's level of user-friendly
- 2.3. Instructor gave ideas and suggestions for User Interface design

3. Requested feedback

- 3.1. We requested feedback from the instructor on the Business Domain, Narrative Description, and Business Problem
- 3.2. Instructor has approved our Business Domain, Narrative Description, and Business Problem reports

Conclusion:

The team split up into 2 as per the division of tasks in the Project Plan. Most of Deliverable 2 & 3's reports are finished, all that's left is to review them.

User Interface questions were answered through group brainstorming; the instructor also gave additional suggestions to improve user experience. Through these discussions, we were able to better define the functionality and design of the application. We also got the instructor's approval for some of the paragraphs we wrote in our report.

Completed Tasks:

→ Narrative Description for the Deliverable

Next meeting:

→ Planning for Deliverable 4

MINUTES TAKEN BY

Grechelle Marie Beatrix Uy
