

COMMUNICATION WITH MISS – PART 2

Date: 29th August 2025, Friday

Start Time: 11:00 AM

End Time: 11:05 AM

Duration: 5 Minutes

Conducted By: Shaheer Ahmed (Project Manager – Team Alpha)

PURPOSE OF COMMUNICATION:

The purpose of this communication was to inform the course instructor about a technical issue encountered on GitHub after a laptop change and to seek permission for creating a new GitHub repository for the project along with a minor adjustment in the document submission timeline.

DISCUSSION SUMMARY:

During this short interaction, Shaheer Ahmed (Project Manager) explained to Miss that due to a recent laptop change, the original GitHub folder previously submitted under the “Resources” section was no longer accessible. The data and version control setup associated with the old laptop were not transferable, which caused synchronization issues with the previous repository.

To ensure that all project files, documents and updates could be properly maintained, Shaheer decided to create a new GitHub repository from scratch and re-upload all necessary files including:

- Project documents (Business Case, Project Charter, SRS, etc.)
- Reports, Diagrams and Meeting Records
- Website-related resources

Shaheer politely informed Miss that this transition might cause a slight delay in document re-uploading and synchronization and therefore requested an extension in the submission deadline for a short period. After reviewing the situation, Miss understood the technical difficulty and granted permission to proceed with the new GitHub setup. She also allowed a small flexibility in the submission timing, ensuring that the project work could continue smoothly without penalty.

Following this approval, Shaheer completed the migration process successfully and updated the new GitHub repository link in all relevant project records for future reference.

OUTCOME:

- Permission granted by Miss to recreate the GitHub repository.
- New GitHub link successfully generated and shared.
- All project documents re-uploaded under the new repository.
- Project timeline adjusted slightly to accommodate the technical delay.

CONCLUSION:

This communication ensured that the team's work continuity was not disrupted by technical issues. The instructor's quick understanding and approval helped the team maintain consistent progress without losing any previous work. The new GitHub setup also improved file organization and version tracking for the remainder of the project development phase.

The screenshot shows a GitHub repository named 'SPM-Team-Alpha' by user 'shaheerahmedcoder'. The repository is public and has 40 commits. The file list includes folders for 'Communication with Miss', 'Project Documentations', 'Team Information', and 'Team Meetings', as well as individual files like 'Backend Design (SDLC preview task).png', 'README.md', 'SDLC Preview (Resume Analyzer).pdf', 'URL SDLC Preview Project (MVP1)', 'Use Case (SDLC preview task).png', and 'cheatsheet (SDLC preview task).pdf'. The right sidebar shows 'Team Alpha Resources' with links to 'project-management' and 'documnets', and sections for 'Releases' and 'Packages'.

github.com/shaheerahmedcoder/SPM-Team-Alpha

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SPM-Team-Alpha Public

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About

Team Alpha Resources

project-management documnets

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Releases

No releases published
[Create a new release](#)

Packages

No packages published
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shaheerahmedcoder Create URL SDLC Preview Project (MVP1) 2f1e335 · last week 40 Commits

Communication with Miss	updated all	last month
Project Documentations	updated	last month
Team Information	Add files via upload	3 weeks ago
Team Meetings	updated all	last month
Backend Design (SDLC preview task).png	SDLC preview task (Resume Analyzer)	last week
README.md	Update README.md	3 weeks ago
SDLC Preview (Resume Analyzer).pdf	Add files via upload	last week
URL SDLC Preview Project (MVP1)	Create URL SDLC Preview Project (MVP1)	last week
Use Case (SDLC preview task).png	SDLC preview task (Resume Analyzer)	last week
cheatsheet (SDLC preview task).pdf	cheat sheet (designing and testing discussed)	last week

README

Windows taskbar: Type here to search, Match, 3:17 PM, 9/20/2025