

Team Project Journal

SWEN 301, 2017 T1

Team ID: 1 Team Members: Chris Rabe, Linus Go, Casey Huang, Edward Kelly, Jian Wei Chong

Project leader: Christiandel Rabe

Chief Requirement Analyst: Christiandel Rabe

Chief Designer: Casey Huang

Chief Programmer: Edward Kelly, Jian Wei Chong

Chief Tester: Linus Go

Meeting I

Date: 23rd of March 2017 **Location:** ECS Kitchen, Level 2, Cotton Building, VUW **Attendance:**

Casey
Linus
Chris
Edward
Jian Wei

Apologies:

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From Date: 23/3/17 **End Date:** 31/03/17 (Next Meeting) **Tasks Accomplished:**

<u>Who</u>	<u>Task</u>	<u>Signature</u>
Everyone	Found a potential meeting time with the client	LG CH CR EK JW
Everyone	Established regular Team Meeting Times	LG CH CR EK JW
Everyone	Read the Assignment Sheet	LG CH CR EK JW
Everyone	Scheduled A Meeting with the Client (the tutor)	LG CH CR EK JW

From Date: 23/3/17 **End Date:** 31/03/17 (Next meeting) **Tasks Allocated:**

<u>Who</u>	<u>Task</u>	<u>Signature</u>
Everyone	Find a potential meeting time with the client	LG CH CR EK JW
Everyone	Establish regular Meeting Times	LG CH CR EK JW
Everyone	Start Reading the Assignment Sheet	LG CH CR EK JW
Everyone	Schedule A Meeting with the Client (the tutor)	LG CH CR EK JW

Issues: None so far.

Meeting II

Date: 31st of March 2017 **Location:** ECS Kitchen, Level 2, Cotton Building, VUW **Attendance:**

Casey
Linus
Chris
Edward
Jian Wei

Apologies:

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From Date: 31/3/17 **End Date:** 12/04/17 (Before Assignment Due Date) **Tasks**

Accomplished:

<u>Who</u>	<u>Task</u>	<u>Signature</u>
Everyone	Delegated the roles for team members.	LG CH CR EK JW
Everyone	Discussed the project requirements together.	LG CH CR EK JW

From Date: **End Date:** **Tasks Allocated:**

<u>Who</u>	<u>Task</u>	<u>Signature</u>
Chris/Linus	Ask Hui Ma or a tutor finer grained questions about the requirements of the assignment.	LG CR
Everyone	Discussed Workload for the R.A.D. and the Design Documents.	LG CH CR EK JW

Issues: Requirements are unclear during the time of this meeting session. We need to ask another tutor or the lecturer for clarity.

Meeting III

Date: 11th of April **Location:** ECS Kitchen, Level 2, Cotton Building,
VUW Attendance:

Casey

Linus

Chris

Edward

Jian Wei (was briefed later in the day)

Apologies:

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From Date: 11/4/17 **End Date:** 12/04/17 (Before Assignment Due Date)

Tasks

Accomplished:

<u>Who</u>	<u>Task</u>	<u>Signature</u>
Everyone	Discussed R.A.D workload and Design Document Workload.	LG CH CR EK JW
Everyone	Discussed the project requirements together.	LG CH CR EK JW
Jian Wei	Use Case Diagram Completed	JW
Linus Go	Team Journal Completed	LG
Everyone else	Use Case and Class Diagram and other design documents completed.	LG CH CR EK JW

From Date: **End Date:** **Tasks Allocated:**

<u>Who</u>	<u>Task</u>	<u>Signature</u>
Linus	Convert Team Minutes and place into Team Journal.	LG
Jian Wei	Complete Use Case Diagram	JW
Casey Huang/Edward Kelly	Complete Class Diagram	CH LG
Chris	Complete Use Case Idea	CH
Everyone else	Go over all the documents and proof read each other's work.	LG CH CR EK JW

Issues: None so far.