Team Project Journal

SWEN 301, 2017 T1

Team ID: 1 Team Members: Chris Rabe (300334207), Linus Go (300345571), Casey Huang (300316284), Edward Kelly (300334192), Jian Wei Chong (300352789)

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:**

**-**

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

|  |  |  |
| --- | --- | --- |
| **Who** | **Task** | **Signature** |
| 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:**

|  |  |  |
| --- | --- | --- |
| **Who** | **Task** | **Signature** |
| 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:**

**-**

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

|  |  |  |
| --- | --- | --- |
| **Who** | **Task** | **Signature** |
| 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:**

|  |  |  |
| --- | --- | --- |
| **Who** | **Task** | **Signature** |
| 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:**

**-**

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

|  |  |  |
| --- | --- | --- |
| **Who** | **Task** | **Signature** |
| 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:**

|  |  |  |
| --- | --- | --- |
| **Who** | **Task** | **Signature** |
| 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.**