The Max Inventory System



**Team Awesome**

|  |  |
| --- | --- |
|  | Paul Naumann (pnaumann@unomaha.edu)  Collyn Sansoni (csansoni@unomaha.edu) |
|  | Tom Jorgensen (twjorgensen@unomaha.edu) |

Justin Hendricks (jhendricks01@unomaha.edu)

Abdulaziz Matar (afmatar@unomaha.edu)

**Milestone Manager:** Abdulaziz Matar/Justin Hendricks

**Project Manager:** Dr. Paul Van Vliet

**Table of Contents**

Client Documents ……………………………………………………………………………………………………………………………………3

Opening Statement ……..………………………………………………………….…………………………………………………4

Executive Summary …………..…………………………………………………….…………………………………………………5

Implications for Client ………..………………………………………………………………………………………………………6

Items for Approval……………..…………………………………….…………………………………………………………………7

Project Documents …………………………………………………………………………………………………………………………………8

Project Management Chart for Semester…….………………….……….…………………….…………………………..9

Software Testing Plan……………………………………………………………………………………………………………….10

Implementation Plan…………………………………………………………………………………………………………………13

Maintenance Plan……………………………………………………………………………………………………………………..14

Control Documents ……………………………………………………………………………………….………………………………………18

Roles and Responsibilities………………………………………………………………………………………………………...19

Meeting Communications……….……….…….…………………………………….…………………………………………..20

Change Log………………….…………..…………………………………….…………….…..………………………………………24

Client Documents

**Opening Statement**

Milestone 8 of The Max Inventory System has been completed. The development of this system continues to remain on schedule and on budget.

**Executive Summary**

With technology today, bars can make a more efficient use of time and energy by using a system to track inventory. Using an inventory system, a bar can track which items they need to reorder, which items are most popular and which items should be discontinued from their purchases.

We are currently in the process of designing a system around the liquor usage at The Max. This application will allow them to make orders more easily. As inventory increases this system will be a good complement to the already successful bar.

This milestone contains documents to describe The Max Inventory project. The key documents for this milestone include:

* Project Management Chart for Semester: Details individual tasks needing to be completed for this project. These tasks include each document for the milestones and final project. This will also include the tasks for the prototype of the inventory system. These tasks include everything needed to complete the rest of the system. This chart will also track the hours spent working on the system as well as the resources that were involved in each task.
* Software Testing Plan: Details the testing procedures for this system. This testing process is to ensure that the system will have minimal errors when the system is initially turned over to the customer. The testing will also ensure that all functionality of the system is there.
* Implementation Plan: Details the plan for final implementation of the system in the environment that it was designed for. The implementation plan also includes a tentative list of dates and events associated with implementing the system. The implementation plan is all about the implementation of the system.
* Maintenance Plan: Details the plan for future maintenance of the system. Maintenance will occur in four categories: Corrective Maintenance, Adaptive Maintenance, Perfective Maintenance, and Preventative Maintenance. Corrective Maintenance is the process of fixing any errors that may not have been caught in the testing phase. Adaptive maintenance is maintenance associated with adjusting the system to changes in the operating environment, this could include changes such as new reports for the system. Perfective maintenance would be an enhancement to the original version of the system so that the system will run more effectively. Preventative maintenance is about planning to avoid future issues with the system.

**Implications for Client**

During implementation the client will have to meet with Team Awesome for implementation and training.

**Items for Approval**

The client will need to be involved in implementation and testing activities. These activities are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Date** | **Estimated Duration** | **Performed By** |
| Final System Review with Client | 4/28/18 | 3 hours | Justin Hendricks |
| Employee Training | 4/30/18 | 3 hours | Justin Hendricks |
| Post System Implementation Feedback/ Evaluation | 6/1/18 | 4 hours | Abulaziz Matar |

Project Documents

**Project Management Chart for Semester**

<<See attached MAX.mpp>>

**Software Testing Plan**

Testing of the system is important to ensure correct functionality of the system. Team Awesome will be testing the Max Inventory System to ensure functionality and customer satisfaction with the result. The testing will consist of four stages. Testing will be done in sequential order, with each previous stage complete before starting the next.

**Module Testing**

A module is a small part of the system. Each module will be tested individually, this will allow Team Awesome to identify issues with small parts of code. Module testing will work with the Structure Chart and CRUD table. Test reports for each of the modules will be prepared and the success will be determined based on the Actual results vs Expected results. This can be done by installing the Microsoft Active Accessibility Support Plugin and work with MS Access via COM. Dummy data sets will be used to test the modules. This testing will include black-box testing, and white-box testing. If modules are found to have errors, the errors will be corrected and the module will be retested. The module will be tested by the Tom Jorgensen. These tests will take place April 2, 2018 through April 9, 2018.

**Integration Testing**

Upon successful completion of a module testing, the module will be added to the system. When a new module is integrated to the system, the system will be tested with the new module. This testing will ensure that all modules will properly function with each other

These tests will take place April 10, 2018 through April 17, 2018 and will be done by Justin Hendricks.

**System Testing**

When every module has been integrated and tested, System testing will begin. System testing will be used to ensure that the entire system will function together and produce the desired result. These tests will take place April 17,2018 through April 24, 2018 and will be done by Collyn Sansoni.

**Performance Testing**

Performance testing will be used to test the length of time needed to complete large report executions as well as simple transactions. This testing will ensure that transactions can be completed in a reasonable time. Simulated data will be entered in the database (about 1000 data entries) and the system will be tested, after that goes through another dataset (about 5000 entries) will be input and tested for performance. The Pull Inventory report will be run with this simulated data and we will see how fast it executes.

**Procedure Testing**

Procedure testing will be used to ensure the end user documentation. Procedure testing will work with the end user to make sure the documentation is understandable and the processes of the system are well laid out and easy to follow. A proctor will be selected to work with management to note if management was able to follow the procedures of the system. The client will be asked to input inventory and run reports. The general manager of the bar will represent the client. This testing will take place April 18,2018 at 2:00pm.

**Recovery Testing**

Recovery testing will be used to ensure that the system will be able to be recovered in the event of a system crash. To do this testing a simulated data will be input and backed up to an external hard drive. The system will then be restarted and attempted to be recovered from the external hard drive. The data will also be inspected to ensure that all data was able to be recovered.

**Human Factors Testing**

Human Factors testing will be used to ensure that a user is able to thoroughly use the system. Employees from the Max will be given a simulated data and asked to input inventory and run reports. If the employee is unable to input the data and run reports the feedback will be addressed and corrected. The test will be run again after correction of the feedback. The general manager will represent the client. This testing will take place April 19 @ 1:00 pm.

**Acceptance Testing**

Acceptance testing will ensure that the objectives of the project has been met. Acceptance testing will entail a full demonstration of the system and its features. This will Team Awesome to display the system to management at The Max. During this demonstration the client will have the opportunity to identify issues that they have with the system and rank them in severity. These will take place May 25, 2018 and will be done by Tom Jorgensen and Abdulaziz Matar. The goal of this test is to ensure that the client receives a system that meets their goals and objectives.

**Implementation Plan**

System implementation will include putting this new system in the environment it was designed for. Currently there is no information system in place so no retro fitting will need to take place to implement this new system. Since no information systems are currently in place there will be no negative impact to their current inventory system.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Date | Estimated Duration | Performed By |
| Implement System in Microsoft Access | 4/26/18 | 5 hours | Tom Jorgensen |
| Enter Inventory Data | 4/27/18 | 2 hours | Paul Naumann |
| Final System Review with Client | 4/28/18 | 3 hours | Justin Hendricks |
| Backup Database | 4/29/18 | 4 hours | Collyn Sansoni |
| Employee Training | 4/30/18 | 3 hours | Justin Hendricks |
| Post System Implementation Feedback/ Evaluation | 6/1/18 | 4 hours | Abulaziz Matar |

The system conversion strategy that will be used is the direct system conversion method. This will allow the Max to go directly from pen and paper to their new inventory system, when the system is turned over to the client. This strategy was selected so the client will not need to keep track of inventory in two methods.

The system will be turned over to the customer after the database is backed up and before the employee training.

Employee training will consist of an introduction of the system to management, as well as a walkthrough of what the systems features are. After the demonstration is completed, a question and answer session will take place to allow management to ask any questions they may have about the system.

A post-implementation review will be conducted to evaluate the effectiveness of the system. This review will be done 1 month after system implementation. This review will be used to better enhance the system and the future development process.

**Maintenance Plan**

System maintenance Is the upkeep of the system after the system is in operation. This maintenance is ongoing. Maintenance can include changes, enhancements, or improvements to the system. The purpose of the Systems Maintenance Plan is to outline how this system will be maintained.

**Corrective Maintenance** is the process of fixing errors in the system after it was delivered. Errors should first be identified, then steps to isolate the issue and correct the problem will be taken. All errors should be sent to Tom Jorgensen (twjorgensen@unomaha.edu), and will be addressed based on urgency of the issue. A system service request form will need to be filled out along with the request. Team Awesome will analyze the problem, design and build the update, test it, install it at the client, and update any relevant system and end-user documentation.

**Adaptive Maintenance** is modifying the system after it is delivered to the customer to keep the system usable in the environment that it was designed for. The most likely situation for adaptive maintenance in this case would be modifying the reports that are returned by the system. For adaptive maintenance needs please email Tom Jorgensen (twjorgensen@unomaha.edu) with maintenance requests. These maintenance requests will need to be approved by management and will be addressed on a priority basis. Team Awesome will process these requests, and submit a bid for the work to be done. When a contract is signed, Team Awesome will design, build, test and implement the requested work. Team Awesome will also update all system and end-user documentation related to these changes.

**Perfective Maintenance** is improving existing functionality of the system from the original version to run more efficiently. It should be decided if any revisions of the systems will be profitable to do so. The Max Inventory System will be released as version 1.0. After this version, management must decide on further modifications. Management will then contact Team Awesome with:

* Desired changes in system
* Timeline for desired changes

Team Awesome will process these requests, and submit a bid for the work to be done. When a contract is signed, Team Awesome will design, build, test and implement the requested work. Team Awesome will also update all system and end-user documentation related to these changes.

**Preventative Maintenance** is a periodic check to assess what changes can be made in the system to prevent future trouble. Preventative maintenance should be focused on planning ahead instead of fixing troubles. Preventative maintenance should be done at least every 6 months. The system should be checked to make sure everything is working efficiently and all features are working correctly. Preventative maintenance is also about looking ahead for changing requirements of the system. Management will oversee preventative maintenance.

**System Service Request Form**

Requested by:

Date:

Department:

Location:

Contact:

Request Type:

[ ] New System

[ ] System Enhancement

[ ] Error Correction

Urgency:

[ ] Immediate: System is impaired

[ ] Urgent: System is impaired, but still workable

[ ] Tolerable: Issue is minor, and can be tolerated until fixed

[ ] None: The issue is non-operating impacting

Problem Statement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What forms are affected?

What reports are affected?

When was this issue first noticed?

What other features are affected?

[ ] Request Approved

Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Recommended Request Revision

[ ] Suggest User Development

[ ] Request Rejected

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Control Documents**

**Roles and Responsibilities**

**Milestone 8**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibility** |
| Justin | Milestone Manager | * Assigning deliverables to group members * Revision of meeting communications and control documents to reflect Milestone 8 * Creation of Maintenance Plan |
| Paul | Software Testing Plan | * Creation of Software Testing Plan |
| Collyn | Project Management Chart | * Organizing meetings between customer and Team Awesome * Updated Project Management Chart |
| Tom | Implementation Plan | * Creation of Implementation Plan |
| Abdulaziz | Milestone Manager | * Managing documents for group * Assigning deliverables to group members * Revision of client document to reflect Milestone 8 * Revision of meeting communications and control documents to reflect Milestone 8 |

**Meeting Communications**

**Milestone 8**

**Date:** Week Beginning 3/5/18

**Time:** All Week

**Location:** Group Text/slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Justin Hendricks, Collyn Sansoni, Abdulaziz Matar

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group text/slack.com chat | Team Awesome | * Assigned Roles & Responsibilities * Assigned Due Dates * Discussed in-person meeting times |

**Handouts:** None

**Discussion:** See Comments

**Date:** 3/8/18

**Time:** 6:30 PM

**Location:** UNO Criss Library 102b

**Present:** Paul Naumann, Tom Jorgensen, Justin Hendricks, Collyn Sansoni

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Created rough draft of Structure Chart * Created Milestone documents for Milestone 7 |

**Handouts:** None

**Discussion:** See Comments

**Date:** Week Beginning 3/12/18

**Time:** All Week

**Location:** Group Text/slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Justin Hendricks, Collyn Sansoni, Abdulaziz Matar

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group text/slack.com chat | Team Awesome | * Continued working on Milestone 7 documents * Submitted files for professor feedback |

**Handouts:** None

**Discussion:** See Comments

**Date:** 3/15/18

**Time:** 6:30 PM

**Location:** UNO Criss Library 102b

**Present:** Paul Naumann, Tom Jorgensen, Justin Hendricks, Collyn Sansoni

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Revised Structure Chart based on professor feedback * Created Milestone documents for Milestone 7 |

**Handouts:** None

**Discussion:** See Comments

**Date:** Week Beginning 3/19/18

**Time:** All Week

**Location:** Group Text/slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Justin Hendricks, Collyn Sansoni, Abdulaziz Matar

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group text/slack.com chat | Team Awesome | * Spring break, no in-person meetings * Continued working on Structure Chart and submitted for professor feedback |

**Handouts:** None

**Discussion:** See Comments

**Date:** Week Beginning 3/26/18

**Time:** All Week

**Location:** Group Text/slack.com chat

**Present:** Paul Naumann, Tom Jorgensen, Justin Hendricks, Collyn Sansoni, Abdulaziz Matar

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group text/slack.com chat | Team Awesome | * Continued working on Milestone document * Continued working on CRUD Table * Submitted items for professor feedback |

**Handouts:** None

**Discussion:** See Comments

**Date:** 3/26/18

**Time:** 8:30 PM

**Location:** UNO PKI

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Revised Executive Summary based on professor feedback * Revised CRUD Table based on professor feedback * Revised Run Sheets based on professor feedback |

**Handouts:** None

**Discussion:** See Comments

**Date:** 3/27/18

**Time:** 5:00 PM

**Location:** UNO Mammel Hall

**Present:** Paul Naumann, Tom Jorgensen, Collyn Sansoni, Justin Hendricks

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Party** | **Comments** |
| Summary of group meeting | Team Awesome | * Revised Milestone Documents based on professor feedback * Revised CRUD Table based on professor feedback * Revised Run Sheets based on professor feedback |

**Handouts:** None

**Discussion:** See Comments

**Change Log**

**Opening Statement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/6/17 | 1 | Creation of Opening Statement | Created Opening Statement document |
| 10/4/17 | 2 | Revised Opening Statement | Revised Opening Statement to reflect Milestone 2 |
| 10/16/17 | 3 | Revised Opening Statement | Revised Opening Statement to reflect Milestone 3 |
| 12/8/17 | 4 | Revised Opening Statement | Revised Opening Statement to reflect Milestone 4 |
| 1/15/18 | 5 | Revised Opening Statement | Revised Opening Statement to reflect Milestone 5 |
| 2/27/18 | 6 | Revised Opening Statement | Revised Opening Statement to reflect Milestone 6 |
| 2/28/18 | 7 | Revised Opening Statement | Revised Opening Statement based on feedback |
| 3/5/18 | 8 | Revised Opening Statement | Revised Opening Statement to reflect Milestone 7 |
| 4/1/18 | 9 | Revised Opening Statement | Revised Opening Statement to reflect Milestone 8 |

**Executive Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/5/17 | 1 | Creation of Executive Summary | Created the Executive Summary document |
| 9/8/17 | 2 | Revised Executive Summary | Revised Executive Summary |
| 10/4/17 | 2 | Revised Executive Summary | Revised Executive Summary to reflect Milestone 2 |
| 10/16/17 | 3 | Revised Executive Summary | Revised Executive Summary to reflect Milestone 3 |
| 12/5/17 | 4 | Revised Executive Summary | Revised Executive Summary to reflect Milestone 4 |
| 1/15/18 | 5 | Revised Executive Summary | Revised Executive Summary to reflect Milestone 5 |
| 2/6/18 | 6 | Revised Executive Summary | Revised Executive Summary to reflect feedback from Professor. |
| 2/8/18 | 7 | Revised Executive Summary | Revised Executive Summary to reflect feedback from Professor. |
| 2/27/18 | 8 | Revised Executive Summary | Revised Executive Summary to reflect Milestone 6 |
| 2/28/18 | 9 | Revised Executive Summary | Revised Executive Summary based on feedback |
| 3/26/18 | 10 | Revised Executive Summary | Revised Executive Summary to reflect Milestone 7 |
| 3/27/18 | 11 | Revised Executive Summary | Revised Executive Summary based on feedback |
| 3/28/18 | 12 | Revised Executive Summary | Revised Executive Summary based on feedback |
| 4/1/18 | 13 | Revised Executive Summary | Revised Executive Summary to reflect Milestone 8 |

**Implications for Client**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/5/17 | 1 | Creation of Implications for Client | Created Implications for Client document |
| 10/4/17 | 2 | Revised Implications for Client | Revised Implications for Client based on Professor feedback |
| 10/16/17 | 3 | Revised Implications for Client | Revised Implications for Client for Milestone 3 |
| 12/6/17 | 4 | Revised Implications for Client | Revised Implications for Client for Milestone 4 |
| 1/16/18 | 5 | Revised Implications for Client | Revised Implications for Client for Milestone 5 |
| 2/27/18 | 6 | Revised Implications for Client | Revised Implications for Client for Milestone 6 |
| 2/28/18 | 7 | Revised Implications for Client | Revised Implications for Client based on feedback |
| 3/5/18 | 8 | Revised Implications for Client | Revised Implications for Client for Milestone 7 |
| 4/1/18 | 9 | Revised Implications for Client | Revised Implications for Client for Milestone 8 |

**Items for Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/6/17 | 1 | Creation of Items for Approval | Created Items for Approval document |
| 10/5/17 | 2 | Revised Items for Approval | Revised Items for Approval |
| 10/16/17 | 3 | Revised Items for Approval | Revised Items for Approval |
| 11/29/17 | 4 | Revised Items for Approval | Revised Items for Approval based on Milestone 4 |
| 2/4/18 | 5 | Revised Items for Approval | Revised Items for Approval based on Milestone 5 |
| 2/27/18 | 6 | Revised Items for Approval | Revised Items for Approval based on Milestone 6 |
| 2/28/18 | 7 | Revised Items for Approval | Revised Items for Approval based on feedback |
| 3/5/18 | 8 | Revised Items for Approval | Revised Items for Approval based on Milestone 7 |
| 4/1/18 | 9 | Revised Items for Approval | Revised Items for Approval based on Milestone 8 |

**Project Management Chart for Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 2/2/18 | 1 | Creation of Project Management Chart for Semester | Created Project Management Chart for Semester |
| 2/4/18 | 2 | Revised Project Management Chart for Semester | Revised Project Management Chart for Semester based on feedback |
| 2/8/18 | 3 | Revised Project Management Chart for Semester | Finalized Project Management Chart for Milestone 5 based on feedback |
| 2/27/18 | 4 | Revised Project Management Chart for Semester | Revised Project Management Chart for current Milestone |
| 3/5/18 | 5 | Revised Project Management Chart for Semester | Revised Project Management Chart for current Milestone |
| 4/1/18 | 6 | Revised Project Management Chart for Semester | Revised Project Management Chart for current Milestone |

**Software Testing Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 4/1/18 | 1 | Creation of Software Testing Plan | Created Software Testing Plan |
| 4/4/18 | 2 | Revised Software Testing Plan | Revised Software Testing Plan based on feedback |
| 4/5/18 | 3 | Revised Software Testing Plan | Revised Software Testing Plan based on feedback |

**Implementation Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 4/1/18 | 1 | Creation of Implementation Plan | Creation of Implementation Plan |
| 4/4/18 | 2 | Revised Implementation Plan | Revised Implementation Plan based on feedback |
| 4/5/18 | 3 | Revised Implementation Plan | Revised Implementation Plan based on feedback |

**Maintenance Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 4/1/18 | 1 | Creation of Maintenance Plan | Creation of Maintenance Plan |
| 4/4/18 | 2 | Revised Maintenance Plan | Revised Maintenance Plan based on feedback |
| 4/5/18 | 3 | Revised Maintenance Plan | Revised Maintenance Plan based on feedback |

**Roles and Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 8/30/17 | 1 | Creation of Roles and Responsibilities Document | Creation of Roles and Responsibilities Document for Milestone 1. |
| 9/16/17 | 2 | Revised Roles and Responsibilities for Milestone 2 | Revised Roles and Responsibilities for Milestone 2 |
| 11/2/17 | 3 | Revised Roles and Responsibilities for Milestone 3 | Revised Roles and Responsibilities for Milestone 3 |
| 11/9/17 | 4 | Revised Roles and Responsibilities for Milestone 4 | Revised Roles and Responsibilities for Milestone 4 |
| 1/16/18 | 5 | Revised Roles and Responsibilities for Milestone 5 | Revised Roles and Responsibilities for Milestone 5 |
| 2/27/18 | 6 | Revised Roles and Responsibilities for Milestone 6 | Revised Roles and Responsibilities for Milestone 6 |
| 3/5/18 | 7 | Revised Roles and Responsibilities for Milestone 7 | Revised Roles and Responsibilities for Milestone 7 |

**Meeting Communications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 9/6/17 | 1 | Creation of Meeting Communications | Created Meeting Communications document |
| 9/13/17 | 2 | Revised Meeting Communications | Revised Meeting Communications to show new meetings |
| 10/9/17 | 3 | Revised Meeting Communications | Revised Meeting Communications to show meetings since last revision |
| 10/26/17 | 4 | Revised Meeting Communications | Revised Meeting Communications to show meetings since last revision |
| 11/2/17 | 5 | Revised Meeting Communications | Revised Meeting Communications to show meetings since last revision |
| 11/30/17 | 6 | Revised Meeting Communications | Revised Meeting Communications to show meetings since last revision |
| 12/4/17 | 7 | Revised Meeting Communications | Revised Meeting Communications to show meetings since last revision |
| 12/7/17 | 8 | Revised Meeting Communications | Updated Meeting Communications to reflect separation by Milestone. |
| 2/5/18 | 9 | Revised Meeting Communications | Updated Meeting Communications to reflect new meetings |
| 2/27/18 | 10 | Revised Meeting Communications | Updated Meeting Communications to reflect new meetings |
| 3/27/2018 | 11 | Revised Meeting Communications | Updated Meeting Communications to reflect new meetings |

**Miscellaneous**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version Name** | **Change** | **Comments** |
| 8/30/17 | 1 | Creation of GitHub Repository | Created the GitHub Repository and added members of group |
| 9/6/17 | 1 | Creation of Title Page | Created Title Page document |
| 9/10/17 | 2 | Revised Title Page | Added logo to Title Page |
| 9/11/17 | 2 | Revised Milestone 1 document | Addressed changes suggested by Professor Germonprez |
| 11/23/17 | 1 | Creation of presentation slides | Creation of presentation slides |