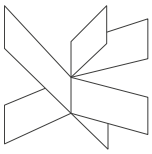

Project Description for Vipassanā - Insight Awareness (VIA)

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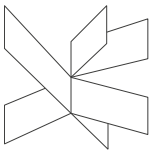
ICT Engineering

I Semester

10 October 2017



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Appendices (including Group Contract)

1 Background description

VIA is a center for spiritual events originally with a base in the Buddhist principles of meditation as an insight with awareness of what happens when it happens. Today events at VIA also include spiritual practices not directly related to any religion like dream interpretations, healing, astrology, reincarnation, karma, alternative health care and similar events.

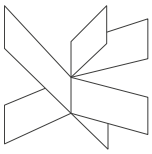
VIA helps organize these events and journeys for people with interest in different categories starting from exploring one's mind and learning how to deal with inner conflicts.

Up until now, they used pen and paper to keep track of their lectures, lecturers and upcoming events. But that system is only viable if the number of lectures and events are low. Otherwise, the system gets overwhelmed and it gets hard to keep track of all of the data and needed resources to keep the organization going.

Due to previous experience, VIA's board members have acknowledged the fact that their system can't handle all of the lectures that take place in the premises and at the same time keep track of all of the events and journeys that are a part of the "Awareness" program. This problem occurs due to the fact that the system they use is outdated. If the system is kept VIA not only could but also would definitely lose time and resources by trying to keep a dying system maintainable.

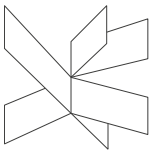
For this reason VIA' board members have decided that there is a need for a project like this, due to the fact that since it has started growing in terms of audience and like-minded peoples participation in VIA's events.

In other words, the need for a stable system in which employees and users can upload or search for relative information is a growing demand due to the fact that technologies are advancing and have become a part of every company in modern times.



2 Definition of purpose

The purpose is to create a system that can handle Vipassanā activities such as: events, lecturers, members and sponsors.

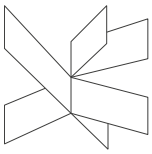


3 Problem Statement

Currently the company has a lack of possibilities of sorting and searching for finalized events in a time period for the newsletter. It is hard to find non-finalized events to finalize them and search for sponsors for the newsletters. On the other hand, the searching for lecturers in a given category in order to create new events it's almost impossible and finding events or lecturers specifying a category for potential new events and store members including their email addresses. Moreover, checking if the members payed their membership is made manually.

Questions to be answered are:

1. How to make a system that will meetup the Vipassanā requirements?
2. Witch programming language is more suitable for building the system?
3. How to make the system maintainable?
4. Is there a need to connect the system to a database?



4 Delimitation

- The calendar with the events will not be synchronized with the calendar from the smartphone;
- The customers will not be able to give feedback unless we ask for it through email;
- The system will not be integrated with a website;

5 Choice of models and methods

Table 1, Choice of models and methods

What - partial problem.	Why - study this problem.	Which methods/ models/ theories will be used?	Who - in the group is the main responsible person for this point?
make events' system	To create a system that will handle events and will search for events, is it in the past, is it in the future or as a current event.	Analyse the requirements and modelling the event part based on that requirements.	Oskars, Liviu, Dragos, and Taha.
managing members	To make the members easily manageable and searchable. To identify the members by name, email, past visited events and paid/unpaid tuition and its deadline.	Analyse and design a member's module based on requirements.	Oskars, Liviu, Dragos, and Taha.
Managing lecturers	To make managing lecturers and finding lecturers for a given category for potential new events easier, to identify if their events have a tuition and if their events are advertised on the newsletter.	Analyse and design a lecturer's module based on requirements.	Oskars, Liviu, Dragos, and Taha.
Managing sponsors	To manage sponsors and make finding a sponsor for potential new events easier. To identify when and how to promote them on the newsletter.	Analyse and design a sponsor's module based on requirements.	Oskars, Liviu, Dragos, and Taha.
Search feature	To search for past, current, future events, to search for membership maturity, for lecturers that are on a specific field, and sponsors for events.	Analyse the requirements and design the search feature based on the requirements.	Oskars, Liviu, Dragos, and Taha.

Source: Elaborated by authors

6 Time schedule

The time scope is estimated to 550 group-working hours. Monitoring the workload is a paramount need for managing the project from the first phase until the final hand in. For this, Trello tool will be used. Website Development is estimated to be finished until 28.09.2017. The second deadline is Project Description that needs to be finished until 26.09.2017 where the third phase will start which is System Construction. The last and the most important phase Testing part will be started on 21.12.2017 when the Construction phase is estimated to be finished.

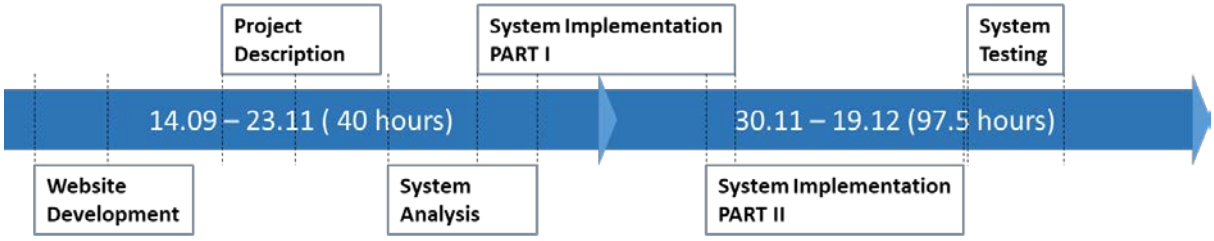


Figure 1, Project timeline

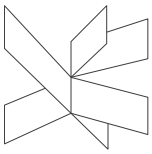
Source: Elaborated by authors

7 Risk assessment

Table 2, Risk assessment model

Risks	Description	Likelihood scale: 1-5 5=high risk	Severity scale: 1-5, 5 = high impact	Risk mitigation e.g. Preventive - & Responsive actions	Identifiers	Responsible
Lack of planning	Not sufficient planning and work overload	2	4	Using apps like Trello that will repartees the tasks between members	Being late with the handing of the task.	Taha
Obstacles in the group	Lack of motivation, discipline, communication, involvement	3	3	Creating of a pleasant environment in the group, more discussion and more meetings.	Lack of presence of one or more members in the work activity	Liviu
Loosing files	Losing the unsaved files as a result of computer failure.	4	5	Back up of files using GitHub cloud.	Loss of unsaved work.	Oskars
Meeting the deadline	As a result of not monitoring the work that was already done and the work that should be done	3	4	Using apps like Trello that will monitor the work load of all members, as soon we finish as better it is.	Being late with the project hand-in	Dragos

Source: Elaborated by authors



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Appendices

Group Contract

Group Name (optional): **Group 3** Date:

These are the terms of group conduct and cooperation that we agree on as a team.

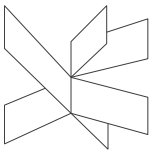
Participation: We agree to....
Split the activities for the semester project in the way as everyone will have their own respective tasks that they will be accountable for.

Communication: We agree to...
Stay in touch with each other in order to be on the same knowledge basis about the ongoing project. Acknowledge other members of the group if someone is in a dilemma or has some problems in figuring out how to finish their tasks.

Meetings: We agree to....
Meet up to discuss the ongoing project. Find time for meetings at the majority available hours.

Conduct: We agree to....
No profanity in meetings. Minimize social media and non-related with semester project activities.

Conflict: We agree to....
Solve all the conflicts in a peaceful way; if there is not possible to solve the problem by ourselves we would appeal to our supervisors in order to find the best solution that fits the interest of all members of the group.



Deadlines: We agree to....

Respect the time boundaries and to fit as much as possible in the allocated time for tasks. If there is not a possibility to finish the task by the end of the time margin to ask for help from other group members before the deadline at least with 2 or 3 days in advance.

Other Issues:

Laziness as the main weakness of all the group members should be solved as an initiative of ourselves and as a group we should push each other in order to reach our main goal as a team.

Group Member's Name	***Student number***	***Signature***
Dragos Chirtoaca	253742	_____
Liviu Pascari	266094	_____
Oskars Arajs	266534	_____
Taha Mohamed Alzein	269055	_____