EE / CprE / SE 491 – sdmay19-28 CowChips4Charity

Week 3 Report

September 20th 2018 - October 4th 2018
Client: CowChips4Charity
Faculty Advisor: Lotfi Ben Othmane

Weekly Summary:

Continued working on the project in terms of design thinking and also creating documentation. We met with the client in person for the first time to talk about our backgrounds and establish more trust to move forward with the project. Set up the infrastructure for what we will be building and updated the schedule. User experience strategy research for logos, web layout, and color schemes has been started. CI/CD pipeline has been established for the development of the frontend. Discussed transition plan and started compiling transition material to give to the person who will be taking over our project.

Team Members:

- Role
  - Backend Lead - Connor Rust
  - Backend / Scribe - Jack Boike
  - Frontend Lead - Ben Meeder
  - Frontend/UX/Meeting Scribe - KennyHo
  - Business Lead (PM) - Daniel Lev
  - Administrative/UI - Alex Lev

Past Week Accomplishments:

- Researched pricing for different server options - Connor & Ben
  - Team and client favor the basic 1 dev server for $7 / month
  - Pricing will change as project matures - prices will cap at $300-$400 per month
- Local Database Setup instructions - Connor
  - Creating of instructions to support local environment of client
- Completion of component diagram - Alex Lev & Connor Rust

- ○ Established components that will be used in back end
  - ■ Technologies have been picked
  - ■ Approved by client and backend leads
  - ○ Designed architecture for front end
    - ■ Have multiple options for technologies to be leveraged
  - ○ The entirety of the component has been approved by team and client
- Continued researching the different technology that we will need to use In the front end of application - Ben Meeder & Kenneth Ho
  - ○ The team gathered requirements and started researching technologies that would be advantageous to be used for the project.
  - ○ We met and discussed the reasons why certain technologies that we are going to use will be advantageous in relatively to other proposed technology.
  - ○ Talked with the client about our idea and the technology that we will be using going forward.
- Researched strategic branding and marketing initiatives of nonprofit and charitable organizations - Alex Lev
  - ○ Reviewed trademark licensing and compliance bylaws
  - ○ Created marketing and branding ideas to use for application
  - ○ Conducted due diligence on past branding campaigns and client's branding guidelines and framework
- Continued researching different technology that we will use in the back end of the application - Connor Rust & Jack Boike
  - ○ Gathered requirements and did research on the technologies that we can use
  - ○ We compared and contrasted the pros and cons to each of the technologies
  - ○ Talked with the client about our idea and the technology that we will be using going forward.
- Established weekly team meeting agenda and client meeting agenda - Daniel
- Sent out meeting recap of in-person meeting - Alex
  - ○ Communicated with client to get progress report of how client's collegiate initiatives are going
- Setup CI/CD for frontend application
- Set up meeting client in person where the client traveled from Virginia to meet with us in person to talk about the project and what we will accomplish. Held a meeting before our client meeting to discuss the agenda of our client meeting - Daniel
- Started creating transition material and got contact information of who will be rolling onto the project once we are done - Daniel

Pending Issues:

- Scheduling meeting logistics with client's technical lead who is currently abroad - impacts entire team

Individual Contributions

Team Member	Contribution	Weekly Hours	Total Hrs
Daniel Lev	- Update schedule for the project for the rest of the semester - Held and organized meetings with both client and team members - Update Trello board - Continued updating client requirements and scope - Updated plan of action/ strategy for project - Created Transition materials	10	30
Connor Rust	- Update Trello board - Continued researching server information for deployment and development - Researched deployment method for node.js applications - Completed Component Diagram	10	30
Jack Boike	- Updated trello board - Continued researching technology that will be used in the backend - Researched CI/CD pipeline technologies - Researched deployment method for backend technologies	10	30
Alex Lev	- Updated trello log - Set up meeting agenda	10	30

	- and logistics - Completed component diagram - Followed up with client after our team meeting on his other collegiate initiatives		
Kenneth Ho	- Started gathering UX branding requirements - Project Plan V1 Drafting - Task management through Trello - Project website maintenance	10	30
Ben Meeder	Setup CD/CI for frontend application	10	30

Plans for Coming Week:

- Development of the front - Ben Meeder & Kenneth Ho
- Development of backend - Connor Rust & Jack Boike
- Set up servers and virtual machines to use for development- Connor Rust & Jack Boike
- Communication Diagram - Ben Meeder & Daniel Lev
- Update shared folder with documentation of the Communication diagram - Ben Meeder & Daniel Lev
- Update shared folder with documentation of the Component diagram - Alex Lev & Connor Rust
- Decide on branding and color schemes to comply with outreach strategy - Alex Lev, Kenneth Ho
- Provide input for mailing service for prizes - Alex Lev
- Setup backend CD/CI - Ben Meeder, Connor Rust
- Continue to update transition Document - Daniel Lev
- Meet with client to discuss progress and set further deliverables - Daniel Lev
- Talk about hosting frontend-backend on same server
- Draft of wireframe (Web Application Layout) - Kenneth Ho & Alex Lev