



Eseri Property Management

T E A M A T A T

Team Members:

Andrea Seguya, Angel McCrary-Lupson, Ahmed
Jama, Thien Phan and Tuong Dinh

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Executive Summary

Introduction

This portfolio comprises documents compiled from Team At At's 10-week project throughout the spring quarter at the University of Washington. Our goal as a team is to develop our skills as future I.T professionals especially teamwork and leadership skills. Our objective as a team is to develop a property management system for our client.

Client

Our client is the owner of Eseri, Irene Seguya, and runs the business with the aid of her family, the Seguyas. The building is located on the outskirts of Kampala. It houses shop fronts on the first and second floors. The third floor consists of office spaces and apartments. The client owns houses in different cities and would like this team to combine both properties in the property management system.

Mission Statement

Our mission as a team is to build a fully functional property management system for our clients, Dr. and Mrs. Seguya. Our team will design and develop a website to achieve this goal. Our objective is important as it will not only improve the experience of our client's customers but also increase business efficiency.

Customer Requirements

The client requested an interface on which tenants can easily communicate with landlords, view rent invoices, and receive notifications about their respective properties.

The interface is to be constructed with a navy blue color scheme and should reflect the building's amenities as well as advertise the open spaces available. The website should be easy to navigate and informative.

Team Goals

Our team will be creating a website that will allow current and prospective tenants to interact with our client's business. Furthermore, our clients will be able to manage their properties' advertisements and communicate with tenants. From a community perspective, this website will help strengthen the relationship between tenant and landlord, therefore, improving the renting experience.

In terms of goal setting, our website will have the following features: the client can advertise their open rental properties, submit maintenance requests, direct communication between tenant and landlord, and submit rent payments.

The Team

Putting this team together was almost seamless. From the start, the goal was to have a diverse group of people with specific skill sets that can easily work together. This team consists of;

Andrea Seguya as the Project Manager

Ahmed Jama as the Technical Writer

Angel McCary-Lupson as the Developer

Thien Phan as the Technical Writer

Tuong Dinh as the Designer.

Team Expectations

- Each team member should complete their specific tasks as assigned.
- Each team member should possess good communication skills.
- Each team member should express their ideas and knowledge for the success of the team project.

Summary

Our project can be best described as a website that enables our client, Dr & Mrs.

Seguya to efficiently manage and maintain their property, Eseri. Our goal is to build an interface that enables our client to communicate with tenants, advertise open spaces, display rent receipts and receive maintenance requests.

System Request

Project Sponsor: University of Washington-Tacoma, Jim West

Project Client: Eseri

Business Need: This project is to help Eseri build a property management website by using Wix.

Business Requirement: This project requires providing an interface on which tenants, prospective tenants, and landlords can communicate, receive maintenance requests as well as interact with important features like a rent payment.

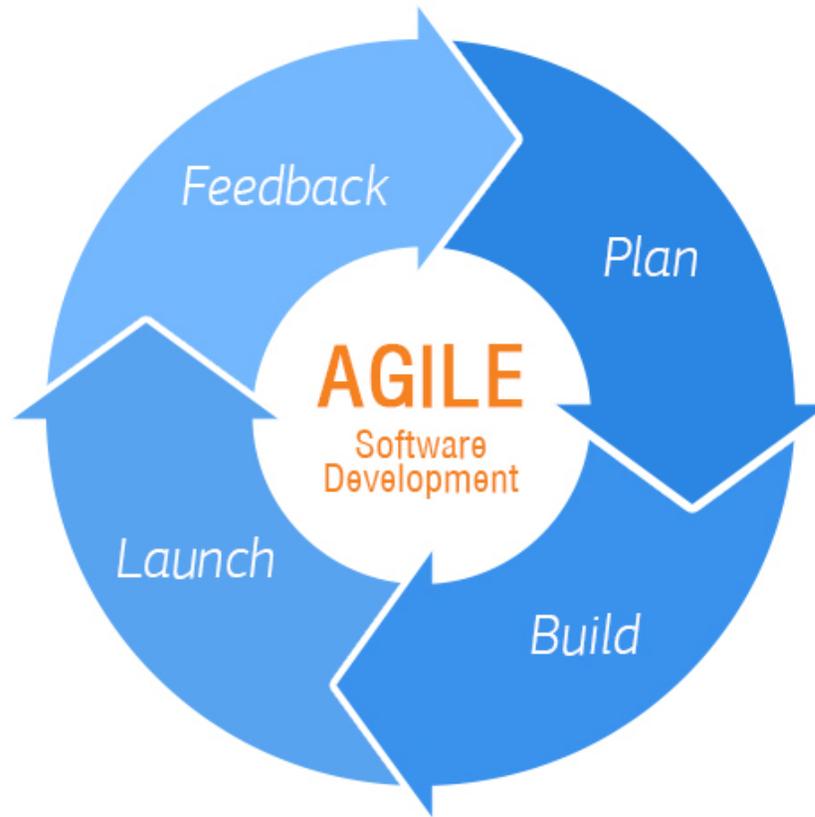
Business Value:

- Provide correct information about Eseri
- Reduce the time customer contact with our client
- Easy and quick accessibility

Special Issues or Constraints

- Must be finish in 10 weeks
- Client is far away from United States
- Time zone

Agile development process



We had a project that was a development of a property management website for the Eseri building. To do this we utilized Wix to create, design, and maintain the website. During the development of this project, we had to collaborate and share information throughout the whole process. We had a weekly meeting to check in with everybody and if anybody needed help. We had Andrea as the project manager, Tuong did the designing for the website, Angel was our developer. We also had two technical writers namely Ahmed and Thien. We went through the development process by first planning, then building the website, launching it to the clients to generate feedback, and then implementing said feedback to get the final product.

Final requirements

Client requirements

- As a client, I should be able to create invoices
- As a client, I should be able to publish invoices to respective tenants
- As a client, I should be able to update images or information easily on the site.
- As a client, I should be able to view and manage maintenance requests

User requirements

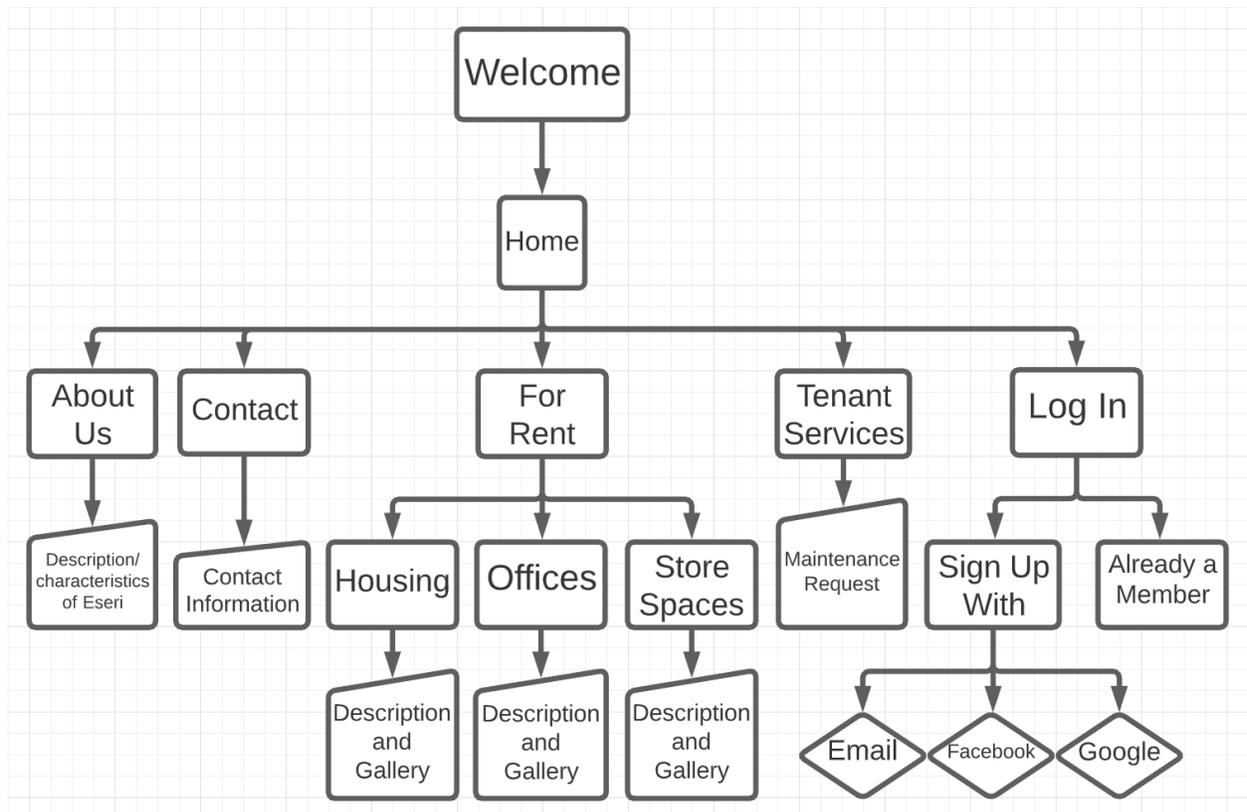
- As a user, I should be able to view notices from the client through the dashboard
- As a user, I should be able to submit maintenance requests
- As a user, I should be able to view open listings and view the website in its complexity
- As a client, I should be able to contact the landlord

Style guides and Specifications.

It is important to dig deeper into the brand so the style guide we produce will visually and emotionally represent the organization. Black and navy blue are the two colors that our client wanted for the website's color palette. We began by setting primary colors for our style guide that will dominate the website. Black in this case is a neutral color which makes the primary color (navy blue) stand out. Another request from the client is to give the website a simple and modern look.

was not specific about the design of the website but provided a color scheme (3-5 pages)

Flow Chart



Team Member Roles

Project Manager: Andrea Seguya

Being a project manager for this team has been an amazing experience. I have learned a lot from both the lectures and the experience of leading this project. My tasks included:

- Delegating tasks to respective team members

To efficiently run a team, each member should have a role to play. Our tasks were primarily split by team role. So for example, weekly presentations and portfolio documents preparations were primarily led by the technical writers whereas website designs was handled mostly by the designer

- Checking in and providing feedback and support to each team member
- Organizing and conducting team meetings

Meetings were held twice a week with the first meeting having a focus on the project and the second meeting focusing on the presentations

- Liaising with the Client to get a better understanding of their requirements and feedback

- Conducting Feedback sessions with clients and team members

After stage 3, meetings were held with the client every Sunday to review progress, collect feedback and data/images for the website. On Mondays, each team member was given feedback according to their specialty and general feedback about the website as a whole.

- Collecting data and images of the building for the project.

Designer-Tuong Dinh

As a designer, I am responsible for designing and building the interface, navigation, and aesthetic of the website for our client. It can mean working on a brand new website or updating an already existing site. To be successful in this role, I will need to have excellent visual design skills and be proficient in graphic design software such as Adobe Photoshop. This role requires both technical and creative skills. It is different to web developers and programmers, who specialize in making web designs a reality or writing code that dictates how different parts of the website fit together. Responsibilities of the job include:

- Creating website designs
- Testing and improving the design of the website
- Meeting with clients (or Andrea) to discuss requirements and/or project progress.
- Communicating design ideas with team members
- Demonstrating and receiving feedback about draft sites
- Creating products that are user-friendly, effective and appealing
- Digital retouching and image editing

Technical Writer - Thien

What are our Technical Writer's responsibilities for the project?

As a technical writer, my role is to collect detailed information about our project, including how we communicate; what we do during our meetings, what we did, and how we change the website; feedback from our client. And with all the information that I gather throughout the project, I will select and revise and put that information into the Final Portfolio, which is my main task of this project. Luckily, other team members also help me with the Portfolio so my job is not too hard for me. Besides that, I also help the team to create and design weekly presentations. By doing this, other team members can focus on their tasks (which is much harder than mine). What I do for the weekly presentation is create the 4 square charts and change them every week based on our process. I also create and design the 5 stages slide which shows the date and our plan. Furthermore, during my free time, if any of my team members need help with their tasks, I will always be ready to help them no matter what.

Technical Writer - Ahmed

As a technical writer, some of my responsibilities included preparing, reviewing, revising, and maintaining all the documents for the project, especially the portfolio. I was a late addition to the team because I joined the second week. But, I was not that far behind from the team when I joined. With the help of the project manager, I was caught up after a one-on-one meeting before I met the team in the weekly meeting.

The responsibility of my role was fairly flexible for me during the first few weeks. But, as we got closer to the halfway point in the course, I had to keep up with an increasingly focused portfolio. But with the help of Thien, the other technical writer, and my team members the task was an orderly process. At the weekly meeting, we delegated everyone a task and followed that up with another meeting at the end of the week. This was to give us technical writers a good amount of time to compile and review before the weekly meeting.

Developer - Angel

As the developer of the team, my main responsibility was to implement the designated features of the website. This included aspects such as creating the booking process for tenants to create a maintenance request, creating and setting permissions for site users (clients, tenants, visitors), as well as a tenant invoicing system. The latter feature being the most substantial and therefore time-consuming. By creating Admin-only pages I set up a form where the client could easily input information for new invoices that would populate a dataset of tenants' invoices. This dataset could then be filtered and used to populate tables that are shown to tenants in their profile as well as the site admins on their respective pages. Essentially, I set up the infrastructure for the website and the backend process that would support the features.

Project Launch Details

Project Handoff

Andrea will act as the bridge between Eseri and Team At-At in terms of website handoff.

The Management Manual (see Eseri Wix Site Management Manual section) will act as a reference for our client to use when managing the services and features of the website, but Andrea will assist in onboarding the client and their staff to Wix's site management system as well as how to navigate the site.

In terms of site ownership and other clerical business, Andrea will have a meeting with the client where site ownership will be transferred over to the client and the site domain name will be registered and added to the site.

Once ownership has been established and the clients feel comfortable managing the site they will have the opportunity to publish the site to the web and do further marketing and notifying their tenants to join the site, essentially launching the site. From there the clients will then have to approve their tenants and begin updating the site's invoice database to make the features function properly.

Eseri Wix Site Management Manual

The following guide is meant to provide a higher-level overview of the site's backend and how to manage certain aspects of the site.

Tenant Member Accounts

All tenants must create an account on the website, which must then be permitted by a site administrator before the tenant can access their account (referred to on Wix as a member). With an account, tenants will have access to submit maintenance requests, contact requests to Eseri, as well as change profile information (phone number, email, etc.), and rent payment invoice history.

To approve a new site member navigate to the “Customer Management” section from the Wix Dashboard. From there click the “Site Members” tab and then the “More Actions” button and select “Pending Members” from the drop-down. From there a site administrator can approve each new site member.

Tenant Invoices

Create an Invoice (Site Admin)

To create a new rent invoice, navigate to the website’s Wix Dashboard. Click on the “Create an Invoice” tab to be navigated to a form page where you can enter the pertinent invoice information. Note: all invoices for tenants are tied to their email used to create an account for the website, if there are discrepancies in this information tenants will not be able to properly view their invoices.

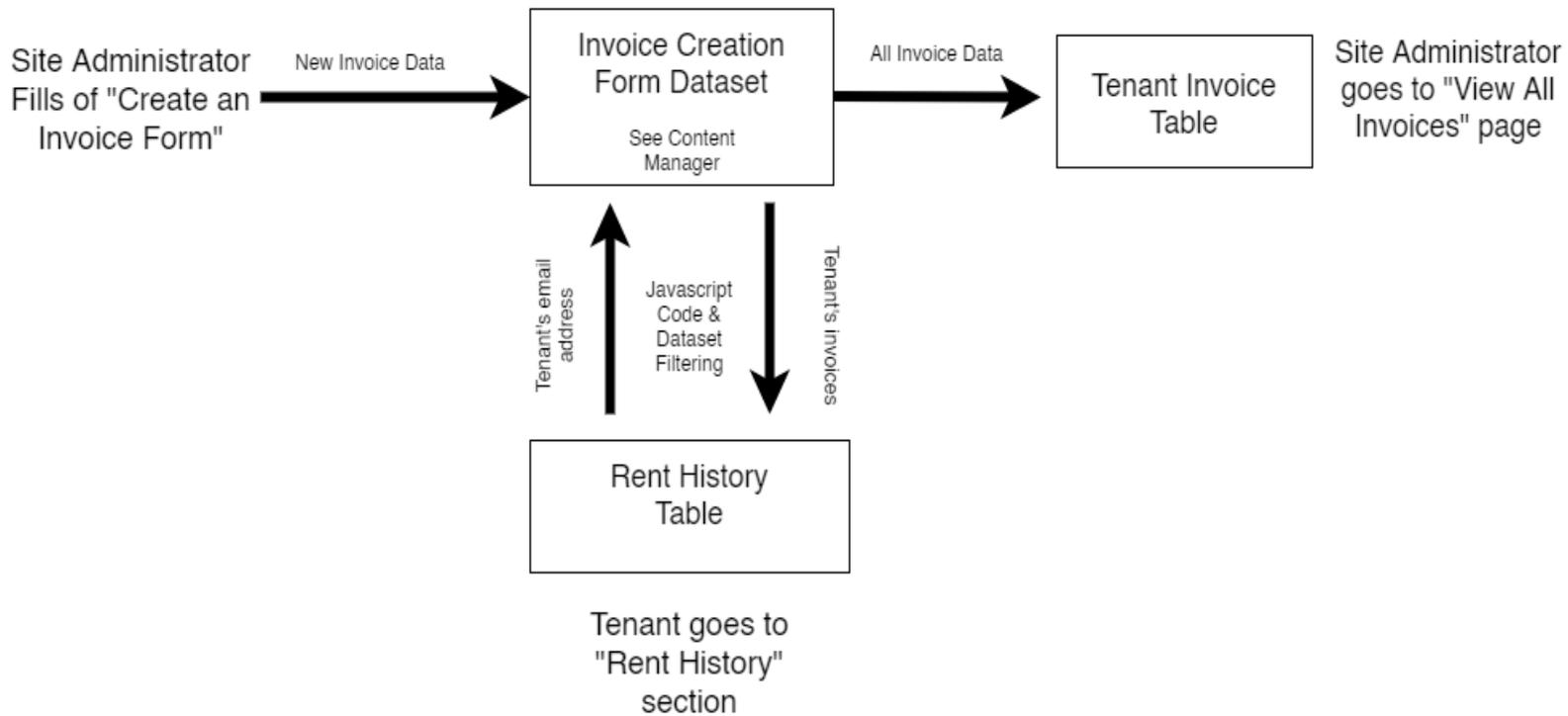
View All Invoices (Site Admin)

To view all invoices, navigate to the website’s Wix Dashboard. Click on the “View All Invoices” tab to be navigated to a page with a table containing all invoices.

View Invoices (Tenant)

When a tenant is logged into their account on the website they can go to their profile page. From there they can access the "Rent History" tab to see a table containing information on all of their previous invoices.

Tenant Invoice Architecture & Process



Maintenance Requests

For tenants to be able to submit maintenance requests in the form of Wix bookings, a site administrator must set the availability of the maintenance staff. To do so, navigate to the settings for the site from the Wix Dashboard. Then scroll down to the “Bookings” section and then “Appointment Hours” to set availability.

To designate specific staff members to be notified of pending maintenance requests and assigned to fulfill them, edit the “Maintenance Request” service via the “Booking Services” tab on the Wix Dashboard.

Furthermore, the “Booking Calendar” tab on the Wix Dashboard offers the ability to edit your staff members as well as provides a calendar view of appointments. Note: all maintenance appointments must be manually approved by a site administrator, this can be done from the calendar view or the notification section of Wix.

Stages of Development

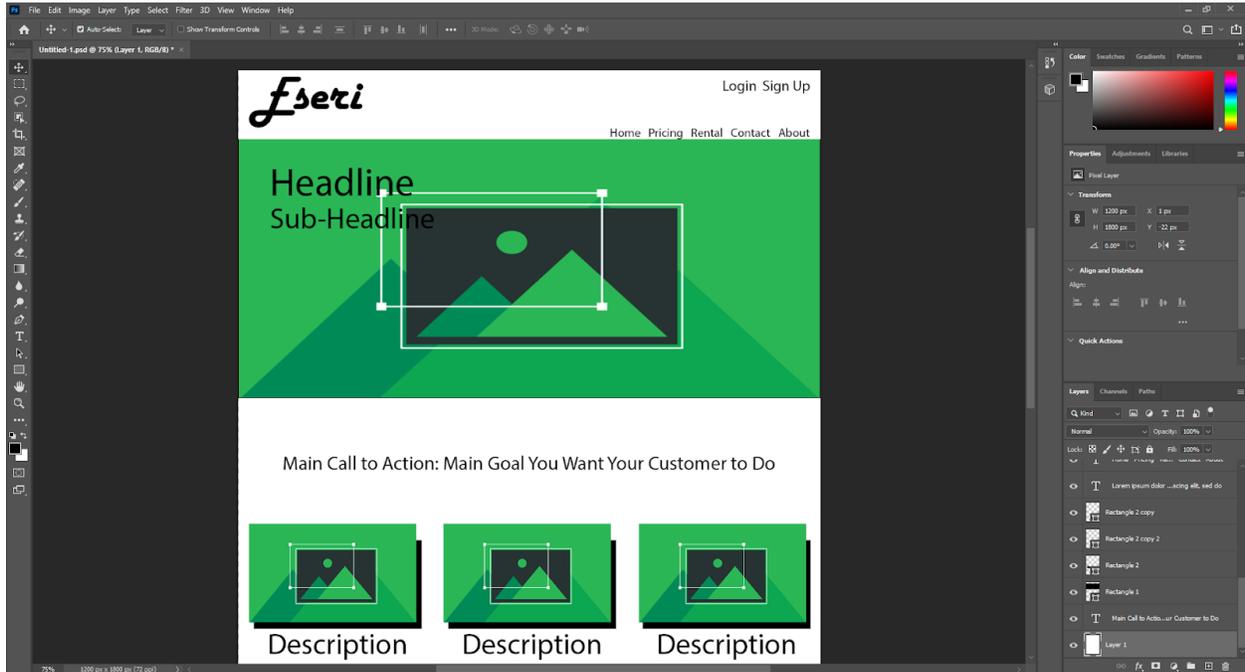
Stage 1: Observation

From the initial meetings with the client before the start of the project and having a team member with experience working in the building, it was easy to discern that there was a communication problem between the landlords and tenants. Official communication is made face to face and unless the tenant knew the landlord personally, it was hard to schedule a maintenance request. Additionally, the client formally wrote up invoices on pen and paper and aside from an excel sheet indicating the status of the tenant's rent payment, there was no inventory of invoices. From this observation and meetings with the client and a few of the tenants, it was determined that a property management interface that eased communication between tenants and landlords, kept digital copies of invoices, and soothed the process of requesting maintenance requests.

Stage 2: Ideation

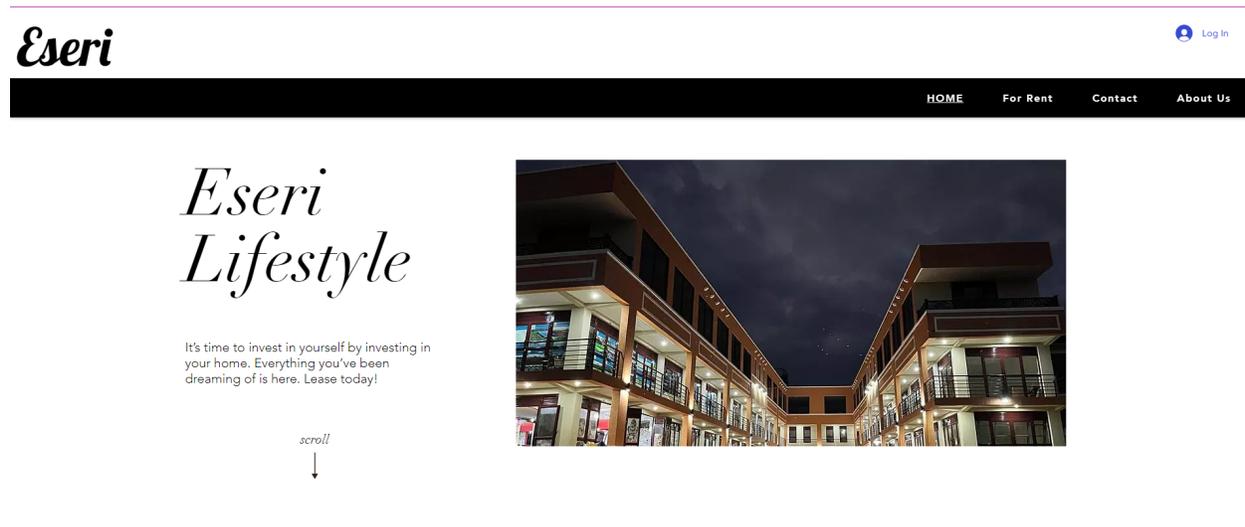
During Stage 2, our team created a Wix website for the project and onboarded all members, began to formulate designs for the Wix website, familiarize ourselves with Wix's website editor and tools, and fleshed out the how's of the proposed features for the site. Furthermore, we had check-ins with our clients to set ours and their expectations of the project and hear their opinions on our proposed designs, features, and any other comments. During the later portions of this stage, we began to implement the designs for the site as well as set up the account creation process for tenants. Overall, this stage set the foundations for the site's architecture, overall aesthetics, and solidified our team's dynamic and work process.

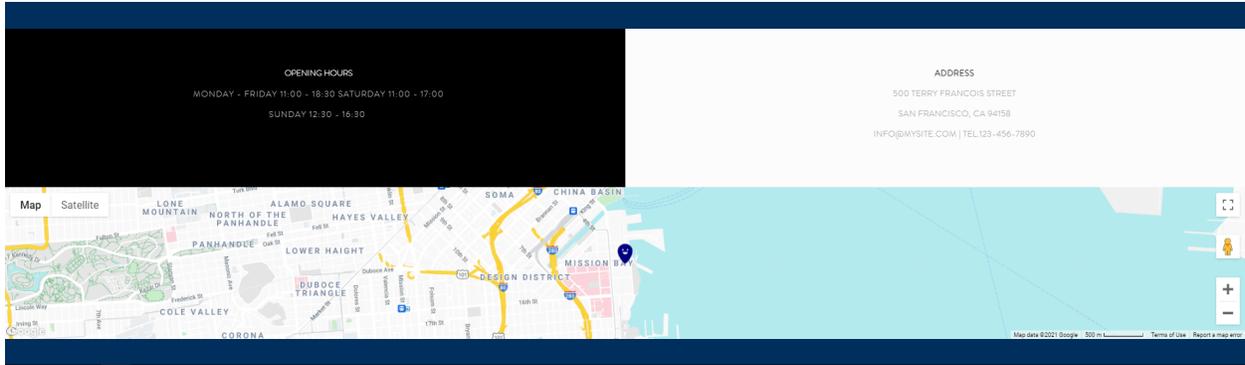
Design sketch of Eseri homepage



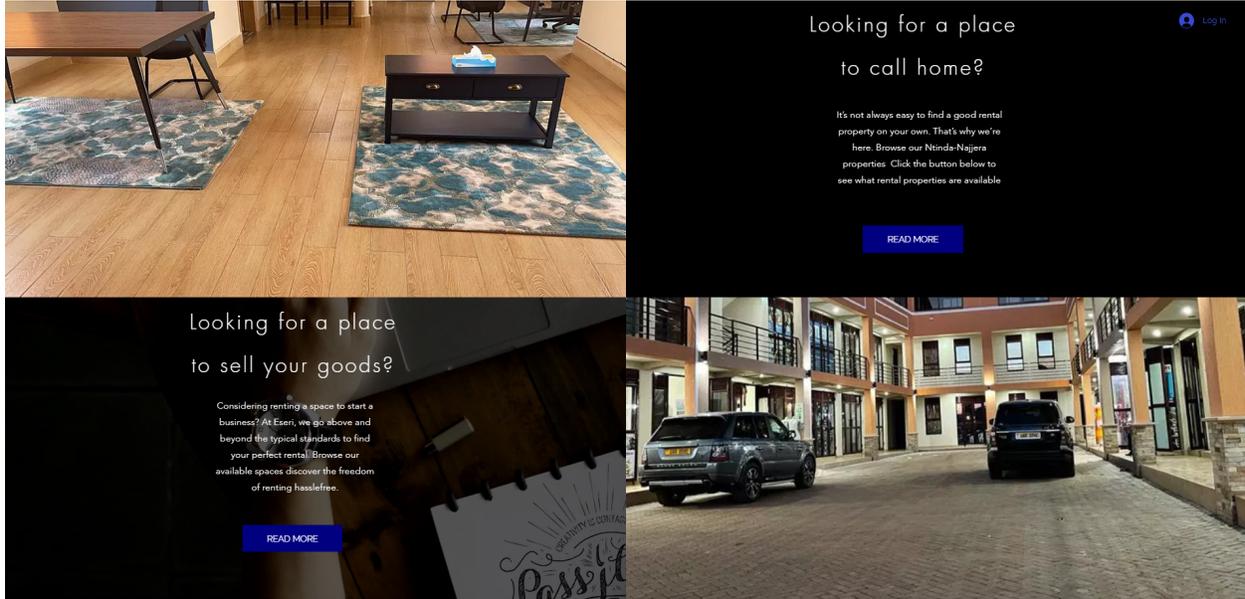
Stage 3: Rapid Prototyping

Homepage Prototype



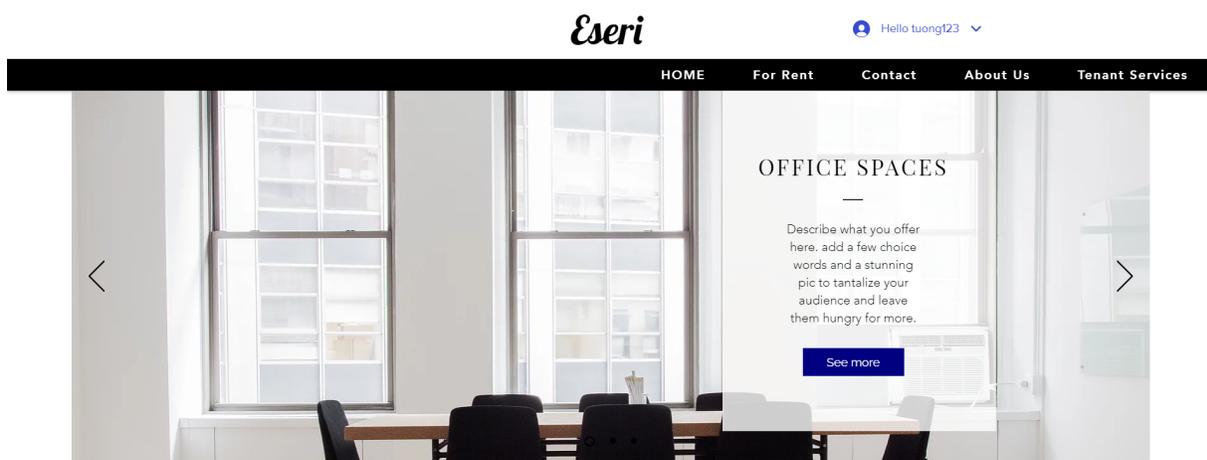


After knowing what Wix is capable of, our design team started to create the prototype for our website and showed it to our client for evaluation. This is the first version of our design where we made a clean navigation bar with a few options for users to choose from. Below that is a background layout and a few more necessary descriptions that customers should know on their first visits such as opening hours and location.



This is the part where we had to create a good first impression on the homepage. We have added a corresponding picture next to each category, and a detailed description is also marked under the space.

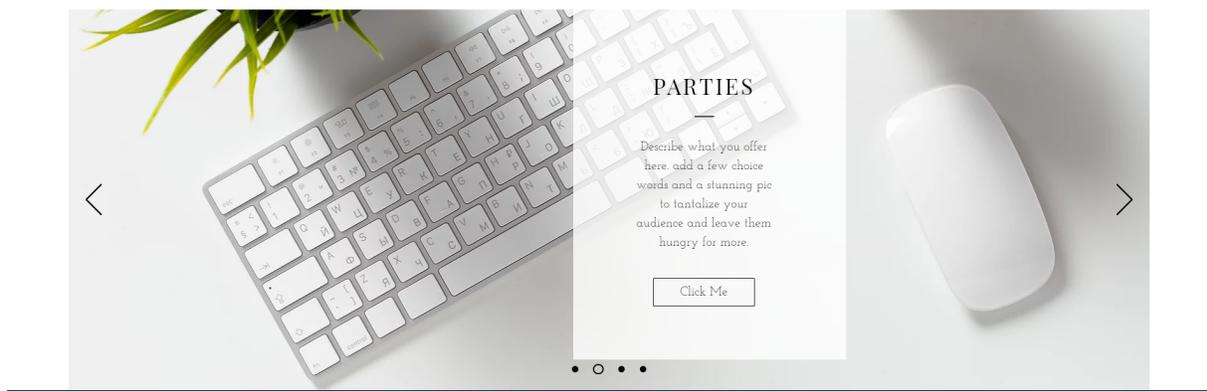
For Rent Page Prototype



Living Spaces in Ntinda & Bulabira



Store spaces in Ntinda



After getting our customers' first impressions, we started to create a For Rent page with slideshows of pictures of office spaces, living spaces, and store spaces.

Stage 4: Evaluation

For this Stage, we did two tasks that were very important to the successful completion of our project. The first one was collecting feedback from the client. We went about doing this by sending out a questionnaire to the clients. The second was to implement the feedback that we received from the client. We decided to split the feedback into two groups, positive and critical feedback. Then we had to implement the changes specified by the client accordingly.

Questionnaire:

1. Please visit <https://andreatendo.wixsite.com/eseri>
2. What do you like most about the website?
3. What do you least like about the website?
4. What would you like to be added to the website?
5. What would you like to be taken out of the website?
6. Do you have any problems while using the website?
7. Do you like the way we design the website (colors, features, layout)?
8. Please log in as a tenant and find your invoice. Please describe your experience.
9. Tiffany, In your opinion, is it easy to add invoices? Please describe your experience.
10. Tiffany, Is it easy to manage bookings? Please describe your experience.
11. What were your eyes immediately drawn to when you first looked at the website?
12. Do you see yourself using this website for the building?

Feedback from Client

This was the feedback that we received from the client. We had split the feedback into two distinct sections.

Positive feedback:

- Bright and attractive pictures as well as placement of strips& photos
- The layout of the website looks 'modern & high end
- They loved the color scheme
- A few of the clients liked the scrolling effects and how interactive the website is

Critical feedback:

- The captions roll/spill over the frame so that some words can't be seen
- They didn't have the authority to make invoices
- The mobile version was non-existent
- They disliked the font on some pages
- They disliked the booking page and the for-rent page

Then we reflected on the feedback from the client as a group. We assessed the strengths and weaknesses that we showed and figured a way to improve the project efficiently while also incorporating the changes requested by the client.

Stage 5:Final Prototyping

After receiving the feedback from our clients and changing the website based on that feedback. We finally finished our website (both web version and mobile version).

Although we have to run 1 more test run, everything seems good and ready to use.

Here is our final version!

WELCOME PAGE



HOME PAGE

Eseri Lifestyle

It's time to invest in yourself by investing in the perfect home or business location. Your dream apartment, office, or retail space is here. Lease today!



scroll

WHAT PEOPLE SAY

KALISSA, STORE OWNER

We pride ourselves on our professional approach and exceptional customer service. See what our customers have to say about working with us and how you can become one of our happy clients as well.

”

MARY, NTV STATION

Having our headquarters here has been such a blessing.

”

ANNE, RESTAURANT OWNER

Love this place

”



Looking for a place to call home?

It's not always easy to find a good rental property on your own. That's why we're here. Browse our Ntinda-Najjera properties. Click the button below to see what rental properties are available

[READ MORE](#)

Looking for a place to sell your goods?

Considering renting a space to start a business? At Eseri, we go above and beyond the typical standards to find your perfect rental. Browse our available spaces discover the freedom of renting hasslefree.

[READ MORE](#)



OPENING HOURS

MONDAY - FRIDAY 10:00 AM - 5:00 PM

[https://www.wix.com/jurnal/emira/utm_campaign=ntw_solid_live&utm_medium=ntw_solid_live&utm_source=ntw_solid_live&utm_term=ntw_solid_live&utm_content=ntw_solid_live](https://www.wix.com/jurnal/emira/utm_campaign=ntw_solid_live&utm_medium=ntw_solid_live&utm_source=ntw_solid_live&utm_term=ntw_solid_live&utm_content=ntw_solid_live&utm_medium=ntw_solid_live&utm_source=ntw_solid_live&utm_term=ntw_solid_live&utm_content=ntw_solid_live)

ADDRESS

Plot 2893 Kayondo Road, Bbuye, Ntinda



HOUSING PAGE

HOME For Rent Contact About Us Tenant Services

Housing

Eseri is a trusted resource for all types of rentals. Finding your next house in the up-and-coming new Ntinda has never been so easy. Just contact us today, tell us your specifications and sit back as we discover the perfect property for you. Below you will find our fully furnished offices ready for move-in!



OPENING HOURS
MONDAY - FRIDAY 10:00 AM - 5:00 PM

ADDRESS
Plot 2893 Kayondo Road, Bbuye, Ntinda



OFFICE PAGE

HOME For Rent Contact About Us Tenant Services

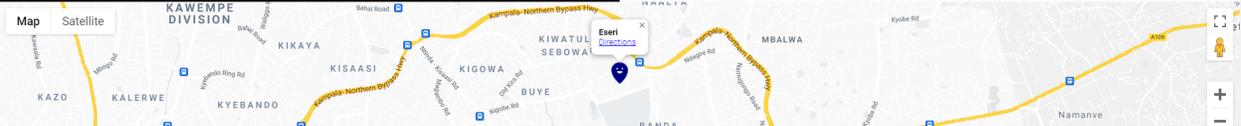
Office Spaces

Eseri is a trusted resource for all types of rentals. Finding your next office in Ntinda has never been so easy. Just contact us today, tell us your specifications and sit back as we discover the perfect property for you. Below you will find our fully furnished offices ready for move-in!



OPENING HOURS
MONDAY - FRIDAY 10:00 AM - 5:00 PM

ADDRESS
Plot 2893 Kayondo Road, Bbuye, Ntinda

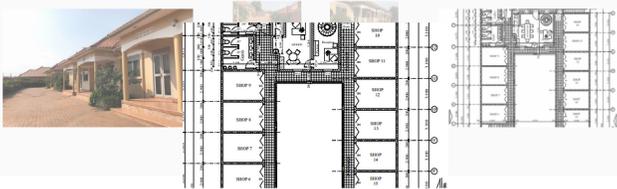


STORE SPACES PAGE

HOME For Rent Contact About Us Tenant Services

Store spaces

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OPENING HOURS
MONDAY - FRIDAY 10:00 AM - 5:00 PM

ADDRESS
Plot 2893 Kayondo Road, Bbuye, Ntinda



CONTACT PAGE

HOME For Rent Contact About Us Tenant Services

Contact Us

First Name	Last Name
Email	Phone
Type your message here...	

Submit

ABOUT US PAGE



HOME For Rent Contact About Us Tenant Services

ABOUT US

At Eseri, we provide world-class rental spaces in a secure and well-maintained location in the fast-growing suburb of Ntinda-Kampala. Since 2018, we have provided space for businesses including salons, retailers, offices, and showrooms. Our recent expansion includes 6 large office spaces, with kitchenettes and private restrooms - a dream for the lovers of modern office space. We have 24-hour security and an in-house cleaning and custodial service.

At our location in Bulabira, Najjera we have exquisite, well-maintained 2 bed, 2bath apartments to let. Your rent covers services including 24-hour security, and beautiful, well-maintained gardens

LEARN MORE

Meet The Team



TIFFANY SEGUYA
Art Director
Introduce your team! Click here to add images, text and links, or connect data from your collection.



JOSIE LANE
Art Director
Introduce your team! Click here to add images, text and links, or connect data from your collection.



MARTIN REED
Head of Sales
Introduce your team! Click here to add images, text and links, or connect data from your collection.



MARTIN REED
Head of Sales
Introduce your team! Click here to add images, text and links, or connect data from your collection.



IRENE B SEGUYA
Owner
Introduce your team! Click here to add images, text and links, or connect data from your collection.

Weekly Team Presentations

Presentation: Week 2

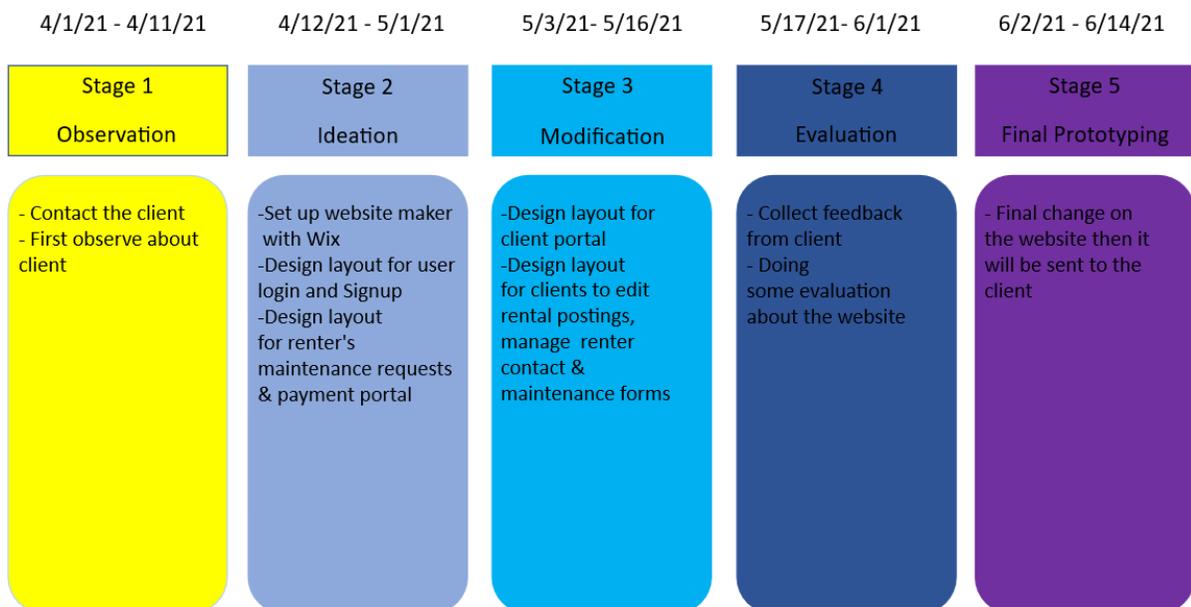
Team 1 : AtAt		Overall Status		Last week	This week	Presenter : Angel , Andrea, Thien, Tuong	
Discovery Phase		Design the layout for user login	Design layout for client portal	First test run	Feedback from client	Final presentation	
1		16	7	16	1	14	
April			May		June		

<p>Accomplishment</p> <ul style="list-style-type: none"> - Formed as a Team - S.T.P - Team Charter - Discuss Team roles and expectation
--

<p>Look ahead/Priorities</p> <ul style="list-style-type: none"> - Finish project planning & other documentation - Begin creating designs & prototype for our first round of features/pages - Set up development environment

<p>General Status</p> <ul style="list-style-type: none"> - Found a client - Completed a few clerical documents and started a team drive - Meeting every Tuesday - Working on the website

<p>Issues/ Risks</p> <ul style="list-style-type: none"> - We run out of time to implement all of our desired features



Presentation: Week 3

Team 1 : AtAt		Overall Status		Last week	This week	Presenter : Angel , Andrea, Thien, Tuong	
Discovery Phase	Design the layout for user login	Design layout for client portal	First test run	Feedback from client	Final presentation		
1	16	7	16	1	14		
April		May		June			

Accomplishment

- Formed as a Team
- S.T.P
- Team Charter
- Team Planning
- Coaching Exercises

Look ahead/Priorities

- Finish project planning & other documentation
- Begin creating designs & prototype for our first round of features/pages
- Set up development environment

General Status

- Found a client
- Completed a few clerical documents and started a team drive
- Set up role for new member
- Working on the website

Issues/ Risks

- We run out of time to implement all of our desired features

4/1/21 - 4/11/21	4/12/21 - 5/1/21	5/3/21 - 5/16/21	5/17/21 - 6/1/21	6/2/21 - 6/14/21
Stage 1 Observation	Stage 2 Ideation	Stage 3 Modification	Stage 4 Evaluation	Stage 5 Final Prototyping
<ul style="list-style-type: none"> - Contact the client - First observe about client 	<ul style="list-style-type: none"> - Set up website maker with Wix - Design layout for user login and Signup - Design layout for renter's maintenance requests & payment portal - Develop Wix site based on designs 	<ul style="list-style-type: none"> - Design layout for client portal - Design layout for clients to edit rental postings, manage renter contact & maintenance forms - Develop Wix site based on designs 	<ul style="list-style-type: none"> - Collect feedback from client - Doing some evaluation about the website 	<ul style="list-style-type: none"> - Final change on the website then it will be sent to the client

Presentation: Week 4

Team 1 : AtAt

Overall Status ■ ■ Last week This week

Presenter : Angel , Andrea, Thien, Tuong, Ahmed

Discovery Phase	Design the layout for user login	Design layout for client portal	First test run	Feedback from client	Final presentation
▼	▼	▼	▼	▼	▼
1	16	7	16	1	14
April		May		June	

Accomplishment

- Completed the Gantt chart
- Team Planning
- Designed the homepage and a few other sub pages
- Devised a color palette and the general font.

Look ahead/Priorities

- Set up the home page and add text about client's company
- Set up the open listings page
- Get pictures from our client

General Status

- Completed the Gantt chart and one pager
- Working on the website layout
- Implementing Wix API for user login/signup

Issues/ Risks

- Maintenance costs of the website.
- Time zones.

4/1/21 - 4/11/21
4/12/21 - 5/1/21
5/3/21- 5/16/21
5/17/21- 6/1/21
6/2/21 - 6/14/21

Stage 1 Observation	Stage 2 Ideation	Stage 3 Modification	Stage 4 Evaluation	Stage 5 Final Prototyping
<ul style="list-style-type: none"> - Contact the client - First observe about client 	<ul style="list-style-type: none"> -Set up website maker with Wix -Design layout for user login and Signup -Design layout for renter's maintenance requests & payment portal -Develop Wix site based on designs 	<ul style="list-style-type: none"> -Design layout for client portal -Design layout for clients to edit rental postings, manage renter contact & maintenance forms -Develop Wix site based on designs 	<ul style="list-style-type: none"> - Collect feedback from client - Doing some evaluation about the website 	<ul style="list-style-type: none"> - Final change on the website then it will be sent to the client

Presentation: Week 5

Team 1 : AtAt Overall Status ■ ■ Last week ■ This week ■ Presenter : Angel , Andrea, Thien, Tuong, Ahmed

Discovery Phase	Design the layout for user login	Design layout for client portal	First test run	Feedback from client	Final presentation
▼	▼	▼	▼	▼	▼
1	16	7	16	1	14
April		May		June	

Accomplishment

- More designing the homepage and a few other sub pages
- Devised a color palette and the general font.
- Add more features and details for the home page
- Get pictures from our client

Look ahead/Priorities

- Keep working the other pages of the website

General Status

- Working on the website layout
- Working on the For Rent & About Us page
- Working on the first half of the portfolio
- Adding sub-page for booking appointment

Issues/ Risks

- Time zones.

4/1/21 - 4/11/21	4/12/21 - 5/1/21	5/3/21- 5/16/21	5/17/21- 6/1/21	6/2/21 - 6/14/21
Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Observation	Ideation	Modification	Evaluation	Final Prototyping

- Contact the client
- First observe about client

- Set up website maker with Wix
- Design layout for user login and Signup
- Design layout for renter's maintenance requests & payment portal
- Develop Wix site based on designs

- Design layout for client portal
- Design layout for clients to edit rental postings, manage renter contact & maintenance forms
- Develop Wix site based on designs

- Collect feedback from client
- Doing some evaluation about the website

- Final change on the website then it will be sent to the client

Presentation: Week 6

Team 1 : AtAt		Overall Status		Last week ■	This ■	Presenter : Angel , Andrea, Thien, Tuong, Ahmed	
Discovery Phase	Design the layout for user login	Design layout for client portal	First test run	Feedback from client	Final presentation		
1	16	7	16	1	14		
April		May		June			

Accomplishment

- Adding the pictures into the website
- Office and About Us page

Look ahead/Priorities

- Keep working on the other parts of the Portfolio and other pages of the website
- Doing the first test run on the website

General Status

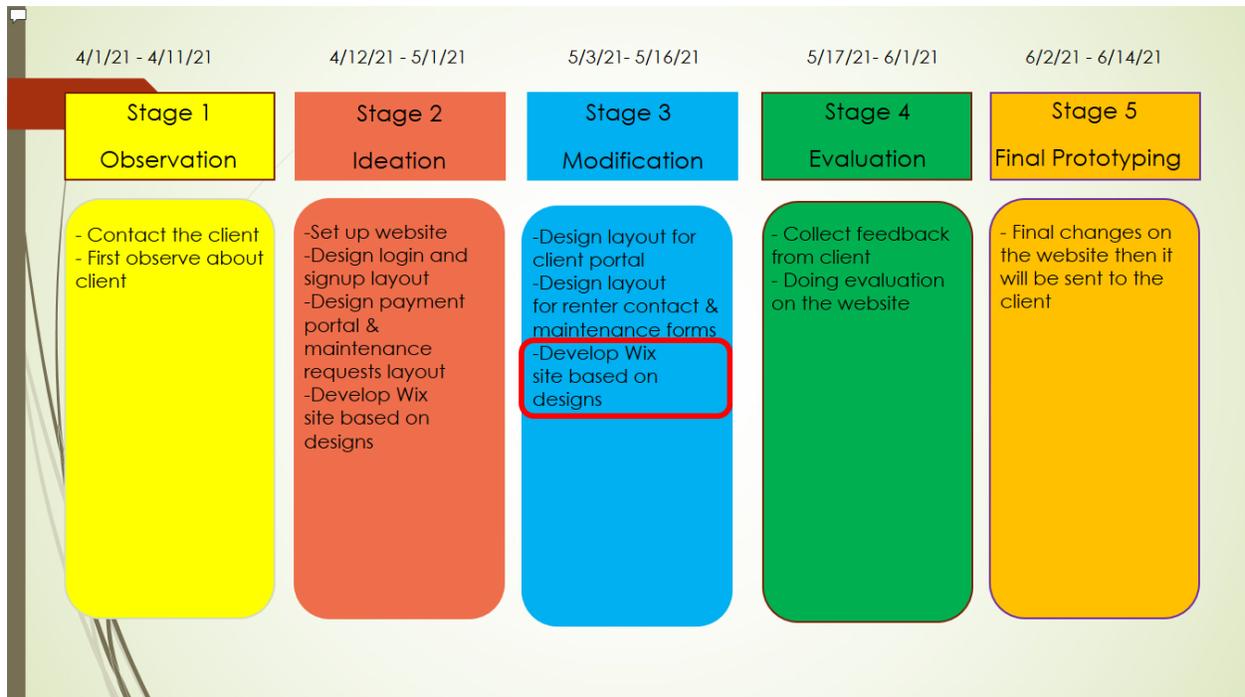
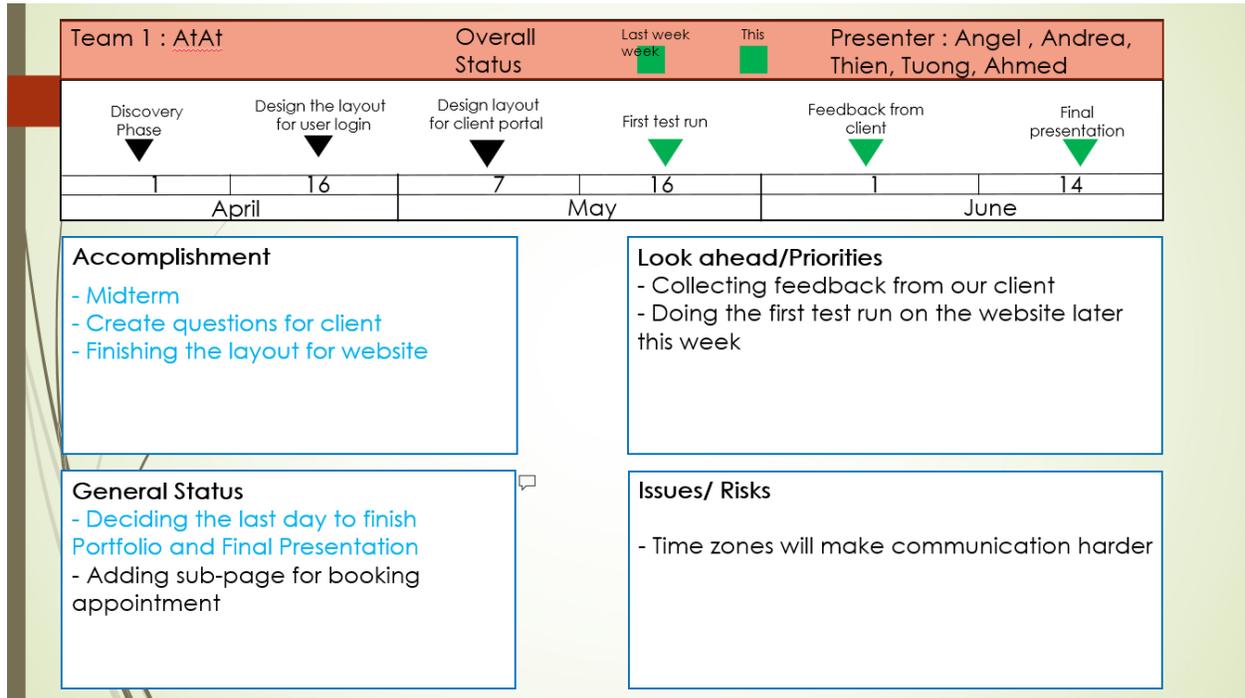
- Working on the website layout
- Preparing for the For Rent & About Us page
- Adding sub-page for booking appointment

Issues/ Risks

- Time zones will make communication harder

4/1/21 - 4/11/21	4/12/21 - 5/1/21	5/3/21- 5/16/21	5/17/21- 6/1/21	6/2/21 - 6/14/21
Stage 1 Observation	Stage 2 Ideation	Stage 3 Modification	Stage 4 Evaluation	Stage 5 Final Prototyping
<ul style="list-style-type: none"> - Contact the client - First observe about client 	<ul style="list-style-type: none"> -Set up website -Design login and signup layout -Design payment portal & maintenance requests layout -Develop Wix site based on designs 	<ul style="list-style-type: none"> -Design layout for client portal -Design layout for renter contact & maintenance forms -Develop Wix site based on designs 	<ul style="list-style-type: none"> - Collect feedback from client - Doing evaluation on the website 	<ul style="list-style-type: none"> - Final changes on the website then it will be sent to the client

Presentation: Week 7



Presentation: Week 8

Team 1 : AtAt		Overall Status		Last week	This week	Presenter : Angel , Andrea, Thien, Tuong, Ahmed	
Discovery Phase	Design the layout for user login	Design layout for client portal	First run test	Feedback from client	Final presentation		
1	16	7	16	1	14		
April		May		June			

Accomplishment

- Receive feedbacks from our client
- Small fixes based on first feedbacks

Look ahead/Priorities

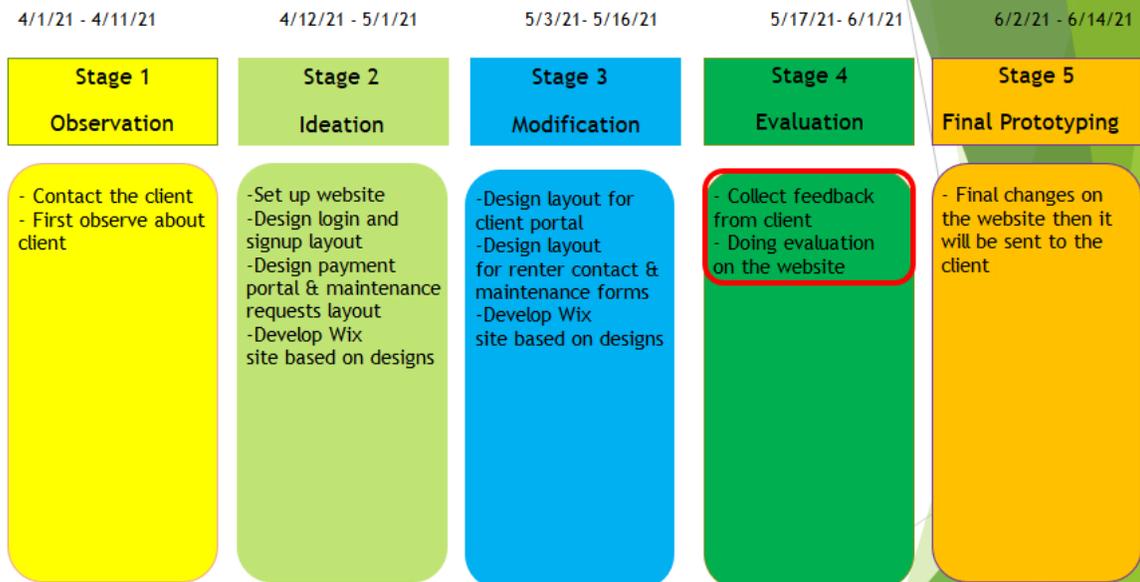
- More changes based on feedback
- Making sure website is as good as client want

General Status

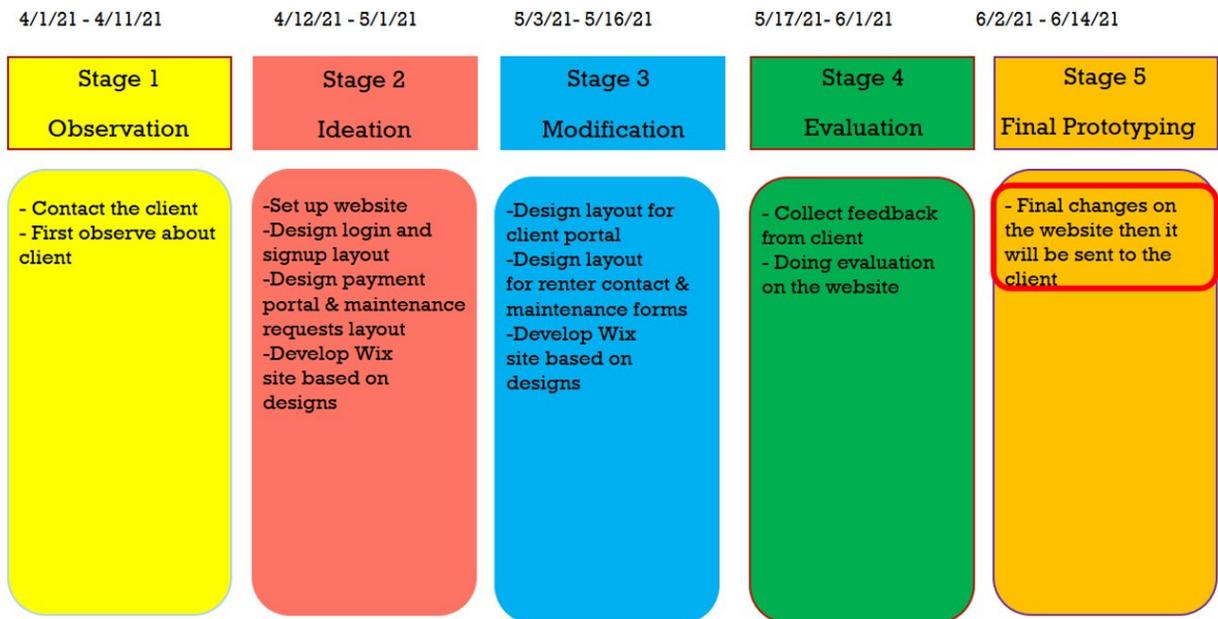
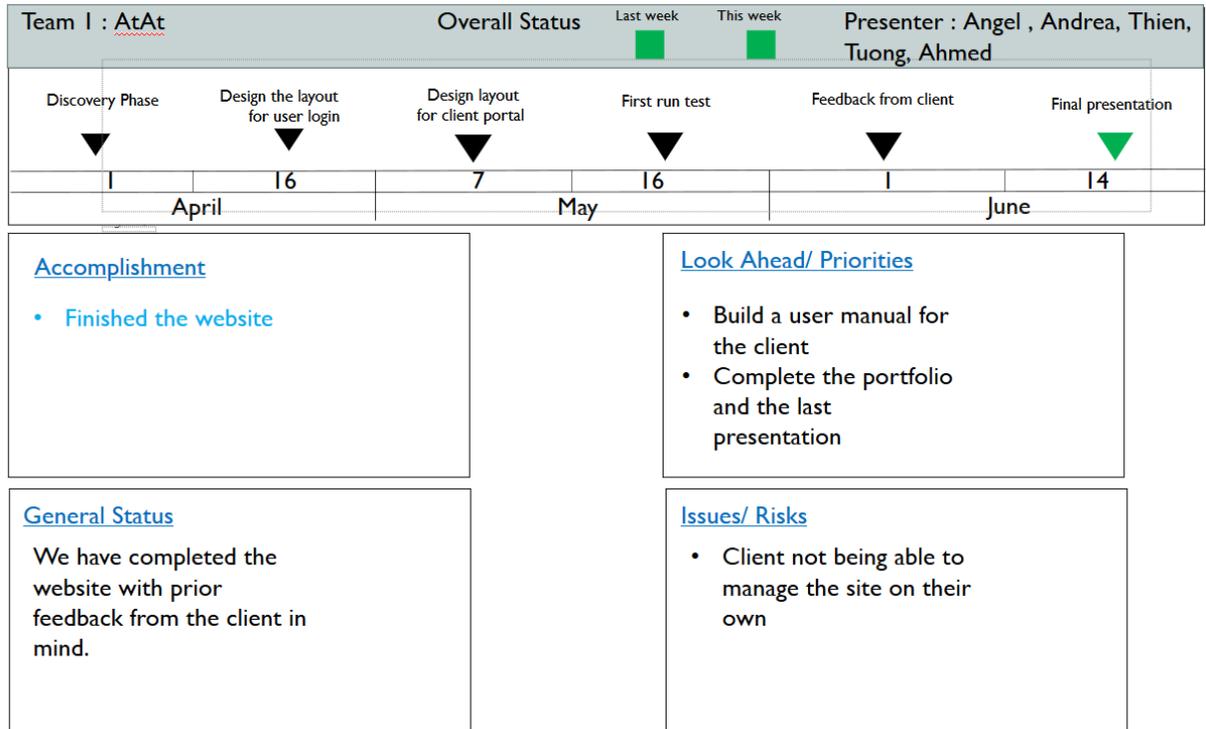
- Mobile version of the website
- Keep sending questions to client for more revision
- Focus more on the Portfolio

Issues/ Risks

- Time zones will make communication harder



Presentation: Week 9



Project Plan

What	By When	Who
Meet (contact) with client & discuss wants, needs, & expectations	4/7/2021	Andrea
Set up a website maker account (Wix, WordPress, etc.)	4/12/2021	Andrea
Design website layout for home page, about, & for rent Wspaces	4/19/2021	Tuong
Refamiliarize & learn about Wix features	4/19/2021	Angel
Develop first round of website designs	4/23/2021	Angel
Design layout for user login & sign up	4/25/2021	Tuong

Design layout for renter's maintenance requests & payment portal	4/26/2021	Tuong
Design layout for client portal	4/28/2021	Tuong
Conduct user testing with designs	05/26/2021	Andrea
Develop second round of website designs	4/30/2021	Angel
Design layout for clients to edit rental postings, manage renter contact & maintenance forms	5/7/2021	Tuong
Develop third round of website designs & features	5/14/2021	Angel
Conduct User testing with website	06/01/2021	Andrea
Collect feedback from our client	5/14/2021	Andrea
Bug fixes & design fixes based on testing & feedback	6/1/2021	Angel, Tuong

Gather all the information throughout the Course	4/1 - 6/7	Thien, Ahmed
Create presentation each week	4/1-6/7	Thien
Finish portfolio	6/1/2021	Thien, Ahmed

Team Charter

Team Member Responsibilities/Team Charter

Your team should work together to develop responses to the following questions.

Respond to each item in an order. Please turn in one completed form per team.

1. Identify key sources of unique skills, knowledge, and abilities that might be valuable to your team in working together or in completing tasks. Make a list:

Name	Phone	Email	Skills Inventory
Angel McCrary-Lupson	(702) 606-2312	angelml@uw.edu	Web development Full-stack development
Andrea Seguya	(206) 530-9991	seguya@uw.edu	web development /
Thien Phan	(206) 240-6598	thienp@uw.edu	Project Manager - Website builder - Time-management
Tuong Dinh	(206) 407-6091	tuong123@uw.edu	Designer
Ahmed Jama	(425) 243-3084	axmed@uw.edu	Developer Technical Writer

2. Briefly discuss ways that these sources can be used to enhance team performance.

List the primary ideas you discussed. Make a list of the team goals, i.e. project assignment goals, group process goals, quality level goals, etc.

- We all have a great understanding of website development and so we are all able to provide creative and constructive input as to what our project expectations and features are.
- Our collective experiences as project managers and team members from other classes and work lead to our ability to plan out a project, go through the development process, and communicate with each other effectively.
- As a team, we value the impact our project will have on not only our sponsor's business but also their customer's experience. As a group we wish to be understanding and respectful of each other and our commitments, which not only means fair separation of work/responsibilities but also being conscientious of our circumstances (we are in a pandemic after all). Furthermore, we want this project to be of high quality for it to not only challenge us as a team and therefore gain experience but also something to add to our portfolios/resumes.

3. Share individually, without comments from other members, the expectations that you hold for team members. Record these below. After everyone has spoken, ask for clarification if necessary.

Tuong: I expect everyone in the team to be respectful and responsible for their assigned tasks. I hope that everyone contributes and helps each other if there are any problems and conflicts.

Angel: I expect members to be consistent with their communication and the ability to reach them given our virtual environment. Furthermore, I expect them to meet the responsibilities and tasks assigned to them and reach out for help if anything hinders their ability to do so otherwise.

Andrea: I expect my team members to be responsible for their portion of the assignment and have good communication skills.

Thien Phan: I used to work with a team and I think the only expectation I have is that all my team members can share everything they know to make the project become the best at the end.

Ahmed: I expect personal responsibility for myself and my team members. If a member has any problems completing their assigned tasks. They should ask for help as soon as possible. In my group for the autumn quarter we had an issue where two group members didn't do their assigned tasks and didn't ask for help.

4. Based on your discussion of shared expectations, write a list of team member expectations that identify the responsibilities of membership in your team. Use action statements ("Each team member will..."). Include as many specific expectations as you can.

- Each team member should complete their specific tasks as assigned.
- Each team member should possess good communication skills.
- Each team member should express their ideas and knowledge for the success of the team project

5. Are all team members committed to upholding the expectations of the team?

Do all team members agree to be evaluated by their teammates based on specific performance criteria and be accountable for their behavior? Sign below to indicate agreement with this contract.



THIEN PHAN

Andrea Seguya

Tuong Dinh

Ahmed Jama

6. What are the potential barriers to the achievement of your goals for the project?

1. Work schedules.
2. Communication with the client
3. School schedules/other class' group project schedule
4. Commitment to other courses

7. Team Learning Rules, i.e. Meeting schedule, locations, attendance expectations, agenda, assignment completion, and communication methods.

- Post timely and reply on pre-agreed timeframes. These times should be firm for all members.
- For general correspondence use Discord server and virtual meetings Zoom
- Be on time for time meetings. Give notice on the morning of the meeting if you cannot attend.
- Use shared Google drive for all managerial/miscellaneous files

2. The team leaders' responsibilities will be:

- a. facilitate the assignment and distribute tasks
- b. Coordinate all input by team members
- c. Make sure that assignment deliverables are posted before the deadline
- d. Be sure that the next team lead is aware of these responsibilities upon turnover

3. If a team member does not post their portion of the project by the predetermined, pre-agreed timeframe, the team will:

- a. Follow up with the team member whose submission is late
- b. Offer assistance

c. Try to cover the missing items

d. Post on time

Conflict Management

What are potential conflicts that might arise among or between team members during this course? How will team members deal with these and other conflicts?

When there is a disagreement, the parties involved will present their arguments and the team will decide which view will represent the team.

a) Potential Conflicts:

- Assignments due dates
- Roles during assignments
- Quality of work criteria
- Quantity of work assigned
- Keep lines of communication open so that there are no surprises
- Team member conflicts (opinions)

b) Conflict resolution:

- Discussion on roles, due dates and work distribution
- Voting when needed
- Contact members if a problem arises so that the remaining members can address the issue.

Begin thinking about a unique name for your team.

AT-AT (acronym of our name but about the machines from Star Wars)

S.T.P

Defining the Situation

Tenants are having difficulties with scheduling maintenance and communicating with their landlords, which negatively affects their experience. This could lead to dissatisfaction and detract from tenants wanting to continue renting. Furthermore, if they experience difficulties paying rent on time or at all this can cause financial problems for landlords as well. Landlords are also experiencing difficulties renting out unoccupied spaces due to a lack of online advertising/presence.

Identifying the Target

The end product would be a website with the following features

- Public landing page that allows prospective tenants to view open renting listings and contact client/landlord
- Login feature for current tenants to access features that benefit their rentor's experience
- Maintenance request form
- Contact/communication request to speak with client/landlord
- Pay rent and view upcoming bills
- Landlord portal where tenants' requests can be viewed and renting posts can be edited/added/removed

We are looking to make the renting process hassle-free with our website and facilitate clear communication between tenants and landlords.

Team Diversity Assessment

Diversity has been repeatedly shown to improve team effectiveness in problem-solving, decision-making, and creative tasks. There are three sources of diversity based on personal characteristics: (1) Demographic Diversity and (2) Personality-based Diversity and (3) Experience-based Diversity.

Demographic Diversity

Our team comprises five members each with their different ethnic backgrounds. Our team consists of two women and three men. Tuong and Thien are from Vietnam. Andrea is from Uganda, Angel is from the United States and Ahmed is from Somalia.

Personality-based Diversity

Listed below are each of our personality profiles based on the 16 personality tests.

Angel: INTJ - Self-learner through practice - diligent - meticulous planner - witty - tactful

Thien: INFP-a - Thoughtful - Creative - Generous - Emotionally Driven

Andrea: INTP-T - Analytical - Original - Creative - Determined - Open-minded

Tuong: INTP-T - Curious - Objective - Insensitive - Impatient

Ahmed: INTJ-A - Introverted - Intuitive - Thinking - Judging - Assertive

Experience-based diversity

Our team comprises five members that have all developed front-end web applications in the past. We all have prior experience using the Wix IDE which is the platform with which we plan to develop the website for our client.

Angel has had web development experience through numerous classes taken at UW Seattle as well as participating in hackathons and developing personal projects. She has experience developing web applications/sites with HTML, CSS, Javascript, PHP, React, Typescript, Python, Flask, as well as with Wix.

Andrea has previously worked with Wix, Drupal, WordPress, HTML, CSS as well as Javascript to create website templates and has taken Java and C# courses at the University of Washington

Other than HTML, Python, Javascript, and C# that Tuong has taken at the University of Washington, he also has experience working with Wix by building a restaurant website for a group project in a previous course.

Ahmed has previous experience in Python, Java, C#, and a little bit of animation. All of these experiences are through classes taken during the time spent at Highline College.

By taking courses about website design and web development, Thien has experience with Wix and also learned how to build a good website.

References & Tools

Eseri Website

<https://andreatendo.wixsite.com/eseri>

“Free Personality Test | 16Personalities.” 2019. 16Personalities. 2019.

<https://www.16personalities.com/free-personality-test>.

Shared Docs

<https://drive.google.com/drive/u/1/folders/0AGz2i4B5ZNUOUk9PVA>

- Google Drive
- Google Docs
- Google Slides
- Microsoft Word
- Wix
- Discord