

Project Portfolio Final

Prepared for:

Ilia Bykov

Prepared by:

Team1

Class 6

BUS216

April 6th, 2022

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BUS216

Team1

15th February 2022

Xinhe Yu (Arianna): YUXD2003

Yifan Huang (Steven):HUAY1D2101

Riccardo Bisol (Ricky) : BISRD2103

Gurmehar Singh Doad:DOAG1D2103

Yicheng Qin (Yicheng) : QINY1D2103

Jasmine Atukunda (Jasmine): MUSJD2002

Julian Leon (Julian): LEOJD2103

Team Members	Roles	Telephone	Email Address
Xinhe Yu (Arianna)	Project Leader	+1 7788291915	yxh021513@163.com
(Steve) Yifan Huang	Research Directors	+1 (236) 967-1962	yifan_huang01@163.com
Gurmehar Singh Doad	Communication Director	+91 8153000003	doadgurmehar@gmail.com
Riccardo Bisol	Data Analyst	+1(236)8633478	bisol.riccardo98@gmail.com
Yicheng Qin	Risk Assessment	+86 18758493709	qyc20009offer@163.com
Jasmine Atukunda	Administrative assistant	+256 751165411	jaatsumaki888@gmail.com
Julian Leon	Execution Manager	+1 (604) 935 6384	leojd2103@learning.fraseri.ca

Project Leader:

1. The majority of my job is to organize meetings and lead the group
2. Attend office hours to receive feedback
3. Update the group members on feedback given.
4. Divide and assign work
5. Edit the weekly email and forward groups work to professor

Research Directors:

1. Summarize the information and edit relevant information
2. Share documents through WhatsApp and Email to team members(Source: SFU library or reputable newspaper).
3. Evaluate and analyse the reliability of information and sources

Data analyst:

1. Gather, analyse and clean sets of data and information to help solve problems and create effective solutions for the team.
2. Acquire data and information from primary and secondary sources.
3. Develop and maintain databases to store our teams information and research.
4. Edit information in documents and correct grammar

Communication Director:

1. My job is to look at both external and internal communication of our group
2. In charge of implementation of rapid-response crisis communications
3. Help coordinate zoom meetings

Risk Assessment:

1. Help the team develop sound strategy
2. Manage the hidden risks of teamwork.
3. Lead the group towards scientific and technological innovation

Administrative assistant:

1. I have first contact with any clients
2. In charge of team meetings
3. Remind group about deadlines

Execution Manager:

1. Implement possible ways of executing a plan
2. Arrange timing to meet us and ensure everyone attends.
3. Driving the team in the creation of plans that can be implemented.
4. Provide information on how strategic initiatives are progressing through planning

Goals:

1. Effectively and efficiently achieve our task
2. Find a relevant topic
3. Not to default on deadlines
4. Consistently contribute and be present in meetings
5. To improve the team members skills and knowledge through reflective analysis

Mission Statement

Through effective communication on various platforms our Team intends to complete our task at hand efficiently. We take our teams onus with proactive attitude and take into account every group members' input, therefore allowing thorough and dynamic solutions.

Table: Teams' Availability

Name	Available Time	Prefered Time
<u>Xinhe Yu Arianna</u>	Wednesday and Sunday: (1pm-11pm) Tuesday: (2pm-4pm) Thursday: (2pm-6pm)	Thursday 8pm - 11pm
<u>Riccardo Bisol</u>	Monday and Tuesday:(10am-10pm)	Monday 10am-10pm
Yifan Huang(steven)	4pm.-11pm.	4pm.-11pm.
<u>Yicheng Qin (Yicheng)</u>	Wednesday:4pm.-12am Thursday:8pm-11p.m. Friday: 8pm -12am	Friday: 8pm -12am
<u>Gurmehar Singh doad</u>	Wednesday 8pm - 11pm Friday 2pm - 6pm Saturday 2pm - 6pm	wednesday 8pm -11pm
<u>Julian Leon</u>	Monday, Tuesday: 7pm - 12am Thursday, Friday: 7pm - 12am	Thursday 8pm - 11pm

Jasmine Atukunda	Wednesdays- Sunday: 7am-	Thursday 8pm - 11pm
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Group Rules

1. Group policies or norms

- 1) Adhere to academic integrity.
- 2) Take into account everyone's input and points
- 3) Be punctual and do not miss meetings or deadlines
- 4) Note down all cites and sources
- 5) Strict no discrimination policy
- 6) we can't let out our results
- 7) Clarify your doubts with team members or professor
- 8) Study materials on zoom before the meeting

2. Feedback:

- Take note of feedback from professor
- Update the entire group on the feedback given
- Assign the correct team member with the relevant role to each task
- Analyse the changes made and whether or not the feedback was implemented

3.quality of work.

- All work must be passed through a plagiarism test

- All work must be cited
- All sources must be reliable and cannot be edited by unverified users (Wikipedia)
- Insufficient work or effort by team members will be noted and mentioned in reflections

4. Decisions

- When there are disagreements on how to proceed, a vote is taken
- A majority is needed, no unanimous agreement necessary
- If vote is tied, Team Leader has veto power and can overrule the vote

5. Team function and communication

1. The team will communicate informally through WhatsApp and Zoom
2. The final presentation will be formal
3. Any doubts or questions should be communicated with the team through WhatsApp
4. Reasons for absence in meetings required
5. Effectively meet the weekly deadlines and implement feedback from professor

6. Schedule :

1. Meetings by Zoom, link to be uploaded in Whatsapp every week.
2. At least two meetings per week
3. 5 DAYS to complete the assigned task
4. We need to be prepared with the material before the Zoom meeting.
5. Zoom Timings: to be decided before 24 hours of the meeting

7. Conflict resolution policies

FIRST NOTICE: Reminders are given to contribute equally if some members are to participating

SECOND NOTICE: 3-4 Days of time given to complete given work before contacting Professor Ilia

THIRD NOTICE: Informing Professor Ilia on team members behavior and lack of contribution

Switching tasks: Both sides have to agree on switching tasks, and inform the entire group.
(If one person can do the task better than the other)

8. Initial Milestones (Will Develop after feedback for draft 1)

Week 5: Team Charter Draft 1 and Team email Task 1 (DUE 15th February, before 11:59pm)

Week 6: Got the feedback about Team Charter Draft 1 , Project Plan , make sure the Team Presentation Topic , for Team Charter Draft 2 and Team email Task2 (DUE 22nd February, before 11:59pm)

Week 7: Team Charter Draft 3, Project Plan Draft 2, W7 MMs & Agenda (DUE 1st March, Before 11:59pm)

Week8: Team Charter and Project Plan Final Draft, W8 MMs & Agenda, Research report (DUE 8th March, Before 11:59pm)

15th February 2022

Xinke Yu Arianna

Gurmehar singh load

Yifan huang

R Bisol

A stylized handwritten signature, possibly reading 'R Bisol', with a large 'R' and 'B'.

Yicheng Qin
mus

A stylized handwritten signature, possibly reading 'Yicheng Qin', with a large 'Y' and 'Q'.

AGENDA

Team1 Class6 Bus216

Zoom meeting

Monday, February 28, 2022

8:00-11:00p.m.

Tuesday, March 1,2022

8:00-11:00p.m.

MEETING PURPOSE:

Complete 'Team Charter Draft3', 'Project Plan Draft2' and 'Meeting Minutes & Agenda workshop'

'Team email Task 3' and add content to the document for those who didn't attend the last meeting

I. Team Charter 40min

- a) Change each person's responsibilities into dots, not paragraphs.
- b) Change 'deliverables' to documents that we need to be completed.
- c) Change everyone's availability to be a table
- d) Add more processes about the feedback (everyone's work and ensure the quality of work)
- e) Change 'headers and bull points' and 'grammar problems' to be more specific and clearer
- f) Change the content of 'Decision': how well can our team make the decision for our team (eg: different people have a different idea, how can we change that)
- g) Let's make 'Team function and communication' more detailed: or what: what we should talk about in group chat
- h) Change 'Initial Milestone' to be an exactly specific time for each deadline

II. Project Plan 40min

- a) Decide on each person's responsibilities and what they specifically need to do for each document.
- b) Write down who could do which part from their responsibility

III. MM/Agenda document

40min

- a) Ask the meeting content recorder of this week's meeting to take notes in this document
- b) Add the name of who attended the meeting and who is absent and the reason.
- c) Everyone writes down exactly what they did in the meeting and add something at the end

IV. Team email Task3

30min

- a) Discuss the main point for this email
- b) Decide which part who need to write

V. Due at Tuesday, March 1st, 11:59PM

AGENDA
Team1 Class6 Bus216

Zoom meeting
Thursday, March 3, 2022
8:00-11:00p.m.
Tuesday, March 8, 2022
8:00-11:00p.m.

MEETING PURPOSE:

Complete 'Team Charter final Draft', 'Project Plan final Draft', 'W8 Meeting Minutes & Agenda document' and 'Research Report Draft 1'

- I. Research Report Draft 1 -Each one in group 40min
 - a) Each person writes two mini-reports in one-page word documents.
 - b) Communicate about the part someone is not sure about resource collection.
 - c) After each person selects the data to look up, they need to send it to WhatsApp to avoid duplication.

- II. MM/Agenda document -Jasmine 40min
 - a) Add the name of who attended the meeting and who is absent and the reason.
 - b) The minute-taker records what everyone does for each document in the meeting

- III. Team Charter and Project Plan final Draft - To be determined 40min
 - a) Confirm a person who will attend Office Hour on Monday and let him get feedback about these two documents from the professor.
 - b) On Tuesday, everyone will assign work and organize to improve the two documents

- IV. Due at Tuesday, March 8th, 11:59PM

AGENDA

Team1 Class6 Bus216

Zoom meeting

Tuesday, March 15, 2022

8:30 pm

MEETING PURPOSE: Complete 'Research report', 'Presentation outline' and 'MM/Agenda document'

- I. Research Report 30min
 - a) Every member of the team should improve on their part
 - b) Group members that didn't write last week plus their parts

- II. Presentation outline 50min
 - a) Assign each member of the team what to do
 - b) Each person must complete the assigned parts

- III. MM/Agenda document 40min
 - a) Xinhe write a Minutes document before the meeting
 - b) Jasmine should add the name of who attended the meeting and who is absent and the reason
 - c) After each person completes their assigned portion, they write down their completed portion in the Agenda Document

- IV. Due at Tuesday, March 15, 11:59PM

AGENDA

Team1 Class6 Bus216

Zoom meeting

Tuesday, March 22, 2022

8:30 pm

MEETING PURPOSE: Complete 'Research report', 'PPT Slides Draft 1' and 'MM/Agenda document'

- I. Research Report 30min
 - a) Every member of the team should improve on their part
 - b) Group members that didn't write last week plus their parts

- II. PPT Slides Draft 1 50min
 - a) Each person completes the part of each person's slides

- III. MM/Agenda document 40min
 - a) Xinhe write a Minutes document before the meeting
 - b) Jasmine should add the name of who attended the meeting and who is absent and the reason
 - c) After each person completes their assigned portion, they write down their completed portion in the Agenda Document

- IV. Due at Tuesday, March 22, 11:59PM

MINUTES

Team1 Class6 Bus216

Zoom meeting

Monday, February 28, 2022

Present Member: Xinhe YU, Yifan Huang, Julian, Riccardo Bisol, Yicheng Qin

Absent member: Gurmehar(didn't receive the message of changing the meeting time in time), Jasmine(have class)

Tuesday, March 1, 2022

Present Member: Xinhe Yu, Gurmehar, Yifan Huang, Riccardo Bisol, Jasmine, Yicheng Qin

Absent member: Julian(Not replying to messages for the reason)

I. Team Charter

- a) Xin he Yu changed each person's responsibilities into dots, not paragraphs
- b) Xinhe Yu changed 'deliverables' to documents that we need to complete.
 - Document every life
- c) Change everyone's availability to be a table - Next meeting
 - Facilitate more conversations
- d) 5 ways - feedback on modifying team members- yifan huang -Steven
 - 1. facilitate more conversation- connects with c
 - 2. Document every life - connects with (b)
 - 3. Encouragement and support
- e) Riccardo- change 'headers and bull points' and 'grammar problems' to be more specific and clearer
- f) Riccardo- change the content of 'Decision': how well can our team make the decision for our team (eg: different people have a different idea, how can we change that)-
- g) Riccardo- change 'Initial Milestone' to be an exactly specific time for each deadline

II. Project Plan

- a) Each one writes on responsibilities and what they specifically need to do for each document.
- b) Each one write down who could do which part from their responsibility

III. MM/Agenda document

- a) Ask the meeting content recorder of this week's meeting to take notes in this document- (Jasmine did the recording of the content)
- b) Xinhe Yu adds the name of who attended the meeting and who is absent and the reason.
- c) Everyone writes down exactly what they did in the meeting and add something at the end

IV. Team email Task3

- a) Xinhe wrote the outline
- b) Yifan wrote the two article references from SFU library
- c) Gurmehar suggested the topic
- d) Discuss the main point for this email
- e) Decide which part who need to write
- f) Riccardo cited the work
- g) Riccardo Edited the Grammar
- h) Riccardo made the email formal

V. Due at Tuesday, March 1st, 11:59PM

MINUTES

Team1 Class6 Bus216

Zoom meeting

Thursday, March 3, 2022

Present Member: Xinhe YU, Yifan Huang, Julian, , Yicheng Qin, Gurmehar

Absent member: Jasmine (forgotten and late) , Riccardo Bisol (forget and volunteering)

Tuesday, March 8, 2022

Present Member: Xinhe YU, Yifan Huang, Yicheng Qin, Gurmehar, Julian, Jasmine

Absent member: Riccardo Bisol (both no message returned)

I. Team Charter

- a) Xinhe write week8 work list

II. Project Plan

- a) Everyone write the things they do in week8

III. MM/Agenda document

- a) Jasmine create the outline of Minutes document
- b) Xinhe Yu adds the name of who attended the meeting and who is absent and the reason.
- c) Everyone writes down exactly what they did in the meeting

IV. Research Report

- a) Yifam add two researchers
- b) Yicheng add two research reports
- c) Julian added two researched reports
- d) Jasmine added two research reports
- e) Xinhe added two research resources, the title page and reference list

V. Due at Tuesday, March 8th, 11:59PM

MINUTES

Team1 Class6 Bus216

Zoom meeting

Tuesday, March 15, 2022

Present Member: Xinhe YU, Yifan Huang, Julian, , Yicheng Qin, Gurmehar, Riccardo Bisol, Jasmine

Absent member: none

I. Research Report

- a) Everyone changed a few sections where everyone searched for information

II. Presentation outline

- a) Xinhe allocate everyone's work well
 - 1. Xinhe Yu: Introduction, agenda, one of implementation, and conclusion
 - 2. julian: Analysis
 - 3. Yicheng: Analysis
 - 4. Jasmine: one of solution
 - 5. Riccardo: solutions & recommendation
 - 6. Steve Yifan Huang: one of implementation
 - 7. Gurmehar: one of implementation
- b) Everyone corrected the parts they were assigned

III. MM/Agenda document

- a) Xinhe Yu create the outline of Minutes document
- b) Xinhe Yu adds the name of who attended the meeting and who is absent and the reason.
- c) Everyone writes down exactly what they did in the meeting

IV. Due at Tuesday, March 15h, 11:59PM

MINUTES

Team1 Class6 Bus216

Zoom meeting

Tuesday, March 22, 2022

Present Member: Xinhe YU, Yifan Huang, Julian, Yicheng Qin, Gurmehar, Riccardo Bisol

Absent member: Jasmine (Connection Issues)

I. Research Report - Finalized

- Everyone who was present in the meeting had finalized their 2 articles on the document

II. PowerPoint Slides - First Draft

- Each person added their own part of the PPT
- 1. Xinhe Yu: Introduction, agenda, one of implementation, and conclusion
- 2. Julian: Analysis
- 3. Yicheng: Analysis
- 4. Jasmine: one of the solution
- 5. Riccardo: 3 Possible Solutions slides, Recommendation Slide
- 6. Steve Yifan Huang: one of the implementation
- 7. Gurmehar: one of implementation

III. MMs & Agenda Document

- Xinhe write Agenda document
- Riccardo created the outline for this week's minute document

Due at Tuesday, March 22nd, 10:30PM

Project Plan

PL-Project Leader (Xinhe Yu Arianna)

RD- Research Directors(Yifan huang steven)

RA-Risk Assessment (Yicheng Qin Yicheng)

JA-Administrative assistant (Jasmine Atukunda)

CD- Communication Director (Gurmehar Singh Doad)

EM - Execution Manager (Julian Leon)

DA - Data Analyst (Riccardo Bisol)

Week 6

Have a meeting on Monday 9:00 pm and Tuesday 8:30 pm

- Describe the four projects for 'Project plan', 'Propose Team Presentation Topic', 'Team Charter Draft 2' and 'Team Email Task2'.
- Assign each person the work they should do
- Explain the timeline for each team member
- Explain what is each one's role and what they should do

DA - Data Analyst (Riccardo Bisol) - by February 22

- Check the grammar of all the documents
- Take example from previous Team Projects
- Include useful information from previous group project from Bus200
- Help create the first draft of the team charter

PL prepares General matters - by February 22:

- Create an outline for each project
- Create the link for google doc and share it with everyone
- Managing the suitable meeting time
- Get the feedback from the professor and share it with everyone
- Send email to professor

RD Find relevant information - by February 22:

- Read the textbook carefully to find the relevant content(chapter 2-5)
- Mark key points and extract key information
- Summarize the information and share it with the team
- Make documents to store the information for reference and future use(in zoom meeting)

RA Service and logistics support

- engage the meeting and participate in conversation
- Help the teams understand the risks and alternatives to a course of action
- Adhere to the ideological line of seeking truth from facts
- Review teams work
- Ensure the smooth progress of team work

JA- Read the textbook chapter for this week and project. by February 22nd, noon.

- Bring clarity to team members who are confused
- Take down minutes from the first meeting
- Remind everyone as the deadline nears
- Check the two documents to see if they are ready to be emailed
- Send the finished meeting minutes in the group so that everyone knows the agenda for the day and next week.

CD- Find out what needs to be done and communicate with everyone - by February 22nd, noon.

- Communicate the vision of the team for the project.
- Highlighting the major key milestones for the project as set earlier.
- Reminding everyone for their due work.
- Helping teammates when they need me.

EM - Ensure that the weekly goal is met - February 22nd

- Check documents to see what is missing.
- Regularly communicate with the team.
- Help out the team with executing their ideas
- Help in setting reminders and time so our goals are completed on schedule.

Week7

Have a meeting on Monday

- Describe the four projects for 'Project plan draft 2', 'Team Charter Draft 3' and 'W7 MMs & Agenda'.
- Assign each person the work they should do
- Explain the timeline for each team member
- Explain what is each one's role and what they should do

PL - by March 1:

- Get the feedback from professor for Team Charter Draft 2 and Project Plan draft 1
- Update team on the feedback given
- Organize us to discuss the four document together
- Send email to professor

DA - Data Analyst (Riccardo Bisol) by March 1

- Edit the team charter and the grammar of all documents
- Edit the project plan
- Edit the Agenda
- Edit the minutes document
- Cite the work in the team email task 3
- Made the email formal

RD-deadline- by March 1

- find 2 sources for team email Task3
- Create the outline for the document

RA- Usher in a new era- by March 1

- We will achieve a moderately prosperous level of academic project.
- We will embrace each member of the group with a more inclusive attitude.

CD- by march 1:

- Get the feedback from the last week's assignment of the Team Charter Draft 2 and the project plan Draft 1
- all the work that needs to be updated as from the feedback.
- After that I will do the next assignment given in week 7.
- Find all the necessary material that will be needed for the Email Task3

EM - by March 1

- Discuss the feedback and understand ways of improvement.
- Schedule meeting times for the team.
- Try to implement new and unique strategies

Week 8

Have a meeting on Tuesday

- Complete Project plan and Team Charter Final draft , research report and W8 MMs & Agenda
- Assign each person the work they should do

PL - by March 8:

- Add some things in team charter for week8
- Find 2 resources for our topic and write down in research report
- create outline in project plan for week 8
- Send email to professor

RD-deadline- by March 8

- Improve final project theme
- Find information about the final project Barthelus, L. (2016). Griebel, Prokosch, H.-U., Köpcke, F., Toddenroth, D., Christoph, J., Leb, I., Engel, I., & Sedlmayr, M. (2015)

RA- Have a great end- by March 8

- Finalize our project
- Add our citation to the research report

CD- by march 8:

- Get the feedback from the last week's assignment of the Team Charter Draft and the project plan Draft
- all the work that needs to be updated as from the feedback.
- Find 2 resources for the research report.

EM - by March 8

- Find 2 resources in research report document

JA- by March 8

- Add two research topics to the research report
- And update the project plan
- Update the minutes document

DA - Data Analyst (Riccardo Bisol) by March 1

- Did solutions and recommendation in presentation outline
- Checked the grammar for the outline
- researched and found solutions for our topics problem

Week 9

Have a meeting on Tuesday

- RR Draft 2
- W9 MMs & Agenda
- Presentation Outline

PL - by March 15th:

- Create outline in Research report
- Add some additional things in RR
- Write Agenda doc
- Create outline for presentation outline doc
- Send email to professor
- Build the meeting on Tuesday

RD-deadline- by March 15th

- Complete some part of presentation outline
- Improved some parts of RR content
- Attended the meeting on Tuesday

RA- Have a great end- by March 15th

- Complete some part of presentation outline
- Improved some parts of RR content
- Attended the meeting on Tuesday

CD- by March 15th:

- Complete some part of presentation outline
- Improved some parts of RR content
- Attended the meeting on Tuesday

EM - by March 15th

- Complete some part of presentation outline
- Improved some parts of RR content

- Attended the meeting on Tuesday

JA- by March 15th

- Complete some part of presentation outline
- Create outline for MMs
- Improved some parts of RR content
- Attended the meeting on Tuesday

DA - Data Analyst (Riccardo Bisol) March 15th

- Complete some part of presentation outline
- Improved some parts of RR content
- Attended the meeting on Tuesday

Week 10

Have a meeting on Tuesday

- W10 MMs & Agenda
- RR Final Draft
- PPT Slides Draft 1

PL - by March 22nd:

- Add some additional things in RR
- Write Agenda doc
- Create share document for PPT
- Summarize what we should do for PPT
- Send email to professor
- Build the meeting on Tuesday

RD-deadline- by March 22nd

- Attended the meeting on Tuesday
- Build some parts in PPT
- Found more information in the website

RA- Have a great end- by March 22nd

- Attended the meeting on Tuesday
- Build some parts in PPT
- Found more information in the website

CD- by March 22nd:

- Attended the meeting on Tuesday
- Build some parts in PPT
- Found more information in the website

EM - by March 22nd

- Attended the meeting on Tuesday
- Build some parts in PPT
- Found more information in the website

JA - by March 22nd

- Attended the meeting on Tuesday
- Create outline for MMs
- Improved some parts of RR content
- Found more information in the website

DA - Data Analyst (Riccardo Bisol) by March 22nd

- Attended the meeting on Tuesday
- Rewrite some parts of RR content
- Build some parts in PPT
- Found more information in the website

Week 11

Have a meeting on Tuesday

- PPT Slides Draft 2

PL - by March 29th:

- Add some additional things in PPT Slides Draft 2
- Send email to professor
- Build the meeting on Tuesday

RD-deadline- by March 29th

- Attended the meeting on Tuesday
- The content in the PPT has been improved

RA- Have a great end- by March 29th

- Attended the meeting on Tuesday
- The content in the PPT has been improved

CD- by March 29th:

- Attended the meeting on Tuesday
- The content in the PPT has been improved

EM - by March 29th

- Attended the meeting on Tuesday
- The content in the PPT has been improved

JA- by March 29th

- Attended the meeting on Tuesday
- The content in the PPT has been improved

DA - Data Analyst (Riccardo Bisol) by March 29th

- Attended the meeting on Tuesday
- The content in the PPT has been improved

Week 12

Have a meeting on Tuesday

- Project Portfolio Final
- PPT Final
- Video

PL - by April 6th:

- Write two documents about what they should do
- Change some things in PPT
- Renew some information in RR
- Renew some information in Presentation outline
- Renew some information in Project plan
- Told all team member the ddl for our group work
- Summarize all document together to be Project Portfolio
- Send email to professor
- Build the meeting on Tuesday
- Record a speech video

RD-deadline- by March 8

- Attended the meeting on Tuesday
- The content in the PPT has been improved
- Share the screen

RA- Have a great end- by March 8

- Attended the meeting on Tuesday
- The content in the PPT has been improved

CD- by march 8:

- Attended the meeting on Tuesday
- The content in the PPT has been improved

EM - by March 8

- Attended the meeting on Tuesday
- The content in the PPT has been improved

JA- by March 8

- Attended the meeting on Tuesday
- The content in the PPT has been improved
- Added what Riccardo didn't finish

DA - Data Analyst (Riccardo Bisol) by March 1

- Nothing

Week 13

No meeting this week & chat in Whatsapp

- Individual Reflection

PL - by April 7th:

- Write the Individual Reflection

RD-deadline- by April 7th

- Write the Individual Reflection

RA- Have a great end- by April 7th

- Write the Individual Reflection

CD- by April 7th:

- Write the Individual Reflection

EM - by April 7th

- Write the Individual Reflection

JA- by April 7th

- Write the Individual Reflection

DA - Data Analyst (Riccardo Bisol) by April 7th

- Write the Individual Reflection

Research Report

Prepared for:

Ilia Bykov

Prepared by:

Team 1

Class 6

BUS216

March, 22th, 2022

Julian Leon

Bushhouen, E. (2011, November 7). Simon Fraser university - cloud computing. Authentication Required. Retrieved March 4, 2022, from <https://www-tandfonline-com.proxy.lib.sfu.ca/doi/pdf/10.1080/15323269.2011.611112?needAccess=true&>

As stated in the report "Cloud Computing" by Ellie Bushhouen (2011), the writer express that cloud computing is a method for providing online network access to shared data of customizable computing resources that can be quickly supplied and released with no administration effort or service provider contact (Bushhouen, 2011). The author mentions that cloud computing is very much like google docs, where you add pictures on the cloud and access them anywhere anytime using any device (Bushhouen, 2011). The report also states the different cloud computing models, such as public and private. It also talks about how hospitals do not need to manage this themselves, the hospital can use a third party to run and manage the system as long as it uses a private cloud so that secure information is not accessible to others (Bushhouen, 2011). This article is reliable as it uses many sources such as the NIST. In terms of recency, the article is just over 10 years old. The article is relevant to our topic as it talks about cloud computing and the different models to use. This article can help our group as it talks about the basics of cloud computing and then moves on to knowing the different models that hospitals can use.

Lee, L., & Johar, A. (2021, August 25). Cloud and the future of healthcare - IT World Canada - Cloud and the future of healthcare. Retrieved March 4, 2022, from <https://www.itworldcanada.com/blog/cloud-and-the-future-of-healthcare/456259>

In the article "Cloud and the future of healthcare" the authors Lydia Lee and Amardeep Johar (2021) writes about how cloud computing can help hospitals especially during Covid and they also state the different steps in achieving a successful implementation of cloud computing. The article starts off by talking about how patients can benefit from cloud computing and then goes on to stating the possible risk from cloud computing. Risk including the possibility of patient sensitive information being leaked (Lee & Johar, 2021) but that can be tackled by building a firewall. The authors also add what hospitals can do to prepare for cloud computing and the framework for success. Healthcare organizations in Canada will have to think about how to deal with systemic financial strain. The goal is to build a more patient-centric, linked health system that benefits both patients and providers (Lee & Johar, 2021). I find this article to be reliable as Lydia Lee leads KMPG for Canada's CIO Advisory Services and Digital Health practice. This article is very recent as it was published less than a year ago, 25 August, 2021. The article is also relevant to the topic chosen by our group since it states the possible issues that can come up and the solutions for a successful implantation of cloud computing to Canadian healthcare organizations. Our group can use this article to gain insight on how to avoid risk and to know hospitals need to prepare in order for it to be implemented effectively.

Xinhe Yu

Kotz, D., Fu, K., Gunter, C., & Rubin, A. (2015). Security for Mobile and Cloud Frontiers in Healthcare. *Communications of the ACM*, 58(8), 21–23.

<https://doi-org.proxy.lib.sfu.ca/10.1145/2790830>

Taking a look at the report 'Privacy and Security' written by David Kotz, Kevin Fu, Carl Gunter and Avi Rubin, the authors mention that researchers need to address the practical challenges of cloud computing in order to improve clinical productivity for doctors and caregivers, while also allowing patients' families to embrace these new developments. This resource was found in the database at the SFU library, and the authors are professors or principal researchers at the foundation. It is true that this article was published in 2015, but the authors are authoritative, so this does not affect its credibility. The article describes the control of medical devices as well as details about cloud computing, such as the authentication tools available. In this case, cloud computing is used in hospitals due to its convenience and benefits. As well as challenges cloud computing will have to address in the future.

Alex Mu-Hsing Kuo *J Med Internet Res*. 2011 Jul-Sep; 13(3): e67. Published online 2011 Sep 21. doi: 10.2196/jmir.1867. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3222190/>

The article 'Opportunities and Challenges of Cloud Computing to Improve Health Care Services' written by Alex Mu-Hsing Kuo mentions that healthcare cloud computing requires continuous innovation to provide value for virtual resources. It also discusses computing models and the opportunities and challenges it will face, in addition to general knowledge of management, technology, and law. In this article, we discuss the challenges that cloud computing will face and the ways in which cloud computing can benefit people. In addition to saving costs, energy, and effort, cloud computing is also capable of improving work efficiency. However, cloud computing's biggest challenge is security. Security protection needs to be improved. The article comes from the NCBI, part of the National Library of Medicine, so it's worth believing. It was published in 2011 and cites many external sources, so this article is credible. The article discusses some of the specifics, functions, and challenges of cloud computing, which falls in line with our topic. Therefore, I believe the article's content adequately explains what we are talking about.

Yifan Huang(steven)

1.

Barthelus, L. (2016). Adopting cloud computing within the healthcare industry:

Opportunity or risk? *Online Journal of Applied Knowledge Management*, 4(1),

1–16. [https://doi.org/10.36965/ojakm.2016.4\(1\)1-16](https://doi.org/10.36965/ojakm.2016.4(1)1-16)

Enterprises may increase their responsiveness, flexibility, and adaptability to changes in their internal and external environments thanks to the development of novel information and communication technology. Cloud computing, for example, is a network service that makes advantage of Internet capabilities to help businesses improve their communication and data storage agility. It can cut down on the costs of maintaining physical servers, which often house a huge number of patient files and other medical information. Health-care demand and the total load of scalable data, such as the ageing population, have risen quickly. As a result, healthcare decision-makers are increasingly evaluating alternate cost-cutting and innovative solution options. Barthelus, (2016).

resource SFU library The Online journal of applied knowledge management, 2016-05-01,

Linda Barthelus is the Director of Northern Virginia Community College's College Call Center. She got her B.S. in Marketing, M.B.A., and Ph.D. in Management from University of Maryland University College.

Dr. Barthelus has 15 years of experience in call centres.

I think the risks or opportunities mentioned in this article are conducive to our dialectical thinking about the impact of cloud computing on the medical field

2.

Griebel, L., Prokosch, H.-U., Köpcke, F., Toddenroth, D., Christoph, J., Leb, I., Engel,

I., & Sedlmayr, M. (2015). A scoping review of cloud computing in healthcare.

BMC Medical Informatics and Decision Making, 15(1).

<https://doi.org/10.1186/s12911-015-0145-7>

Cloud computing is a fast-growing development theme in the field of health care. The pay per use model, combined with the ubiquitous on-demand access to almost endless resources, realizes a new way to generate, distribute and use services. Cloud computing is most commonly used in genomics, proteomics and molecular medicine. The purpose of the study is to evaluate the current level of cloud computing research. Health care, as well as a hot topic in this traditional field.

resource SFU library BMC medical informatics and decision making, 2015-03-19
Department of Medical Informatics, Friedrich-Alexander-University Erlangen-Nürnberg,
Wetterkreuz 13, Erlangen, D-91058, Germany

I think there are a lot of professional data and charts, which are worthy of our reference in the final project

3.

Hussain, S., Bang, J. H., Han, M., Ahmed, M. I., Amin, M. B., Lee, S., Nugent, C., McClean, S., Scotney, B., & Parr, G. (2014). Behavior life style analysis for mobile sensory data in cloud computing through mapreduce. *Sensors*, 14(11), 22001–22020. <https://doi.org/10.3390/s141122001>

This study focuses on user activity recognition in various areas, which can assist users in recommending a healthy lifestyle. The activities that people engage in reveal information about their preferences and behaviour. We can assess the user's lifestyle and give recommendations to improve his health by studying these actions. In most cases, activity recognition is not integrated with the user's behaviour and lifestyle in the literature. The data gathered by activity identification is quite insightful and useful for observing users' lifestyles. The manual solution is still in use. Monitoring and diagnosis are delayed due to a lack of real-time data collecting, therefore the speed is very poor. With this in mind, there is a requirement for a mobile application that is efficient in terms of energy and processing power while consuming no battery time. The goal of this study is to recognise individualised life nursing behaviours using various mobile sensors and feature extraction and classification approaches.

This research was supported by the MSIP(Ministry of Science, ICT&Future Planning), Korea, under the ITRC (Information Technology Research Center) support program supervised by the NIPA (National IT Industry Promotion Agency) (NIPA-2014-(H0301-14-1003). This research was supported by the MSIP (Ministry of Science, ICT&Future Planning), Korea, under IT/SW Creative research program supervised by the NIPA (National IT Industry Promotion Agency) (NIPA-2013-(H0503-13-1083). This work was supported by the Industrial Core Technology Development Program (10049079 , Development of Mining core technology exploiting personal big data) funded by the Ministry of Trade, Industry and Energy (MOTIE, Korea)

I think the data and application methods are very suitable for presentation

Yicheng Qin (Yicheng)

Aven. (2016). Risk assessment and risk management: Review of recent advances on their foundation. *European Journal of Operational Research*, 253(1), 1–13.

<https://doi.org/10.1016/j.ejor.2015.12.023>

In the article “Risk assessment and risk management: Review of recent advances on their foundation”, Aven (2016) tells about the history of risk assessment. Risk assessment has great significance in enterprise risk assessment. It is the cornerstone of an enterprise’s long-term stability. The greater the intensity of risk management, the less risk an enterprise is exposed to. Aven (2016) starts with a risk assessment perspective, leading to the future of cloud computing. It will actually bring risk assessment to science and technology. Cloud computing leads to higher data in Canadian hospitals.

Krumholz, Wang, K., Lin, Z., Dharmarajan, K., Horwitz, L. I., Ross, J. S., Drye, E. E., Bernheim, S. M., & Normand, S.-L. T. (2017). Hospital-Readmission Risk — Isolating Hospital Effects from Patient Effects. *The New England Journal of Medicine*, 377(11), 1055–1064. <https://doi.org/10.1056/NEJMsa1702321>

In the article “Hospital-Readmission Risk — Isolating Hospital Effects from Patient Effects” Krumholz et al. (2017) write about the risks of the hospitals in terms of how patients feel. Hospitals are people’s spiritual homes. Solving the difficulty of seeing a doctor has always been a hot topic in society. The application of cloud computing to improve health care is an epochal advancement. Krumholz et al. (2017) illustrate the hospital-patient relationship through risk. Curing diseases and saving people is our common wish. Information processing capabilities will make more hospitals focusing on computing cloud and make people less miserable.

Jasmine Atukunda (Jasmine)

Gonul, K. C., Nowicki, D.R., Sauser, B., Randall, W.S. (2018). Impact of cloud based on hospital supply chain performance. *Elsevier*, 195,p168-185.

<https://www-sciencedirect-com.proxy.lib.sfu.ca/science/article/pii/S0925527317303237>

This article talks about the effect cloud based sharing has on patient care and the economic status of hospitals. This article examines cloud computing as an enabler of electronic supply chain management systems (Gonul, 2018). It states how hospitals are now in a better position to accommodate fluctuations in patient demand and supply lead times but as a consequence, hospital supply chains will experience reductions in inventory costs, supply costs, and supply shortages. (Gonul, 2018)

Free, J. (2014). Unlocking cloud computing. *Health management technology*, 2014-03, Vol.35 (3), p.10-12.

<http://proxy.lib.sfu.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=94662544&site=ehost-live>

This article evaluates the Seattle Children's hospital and their use of cloud computing (Free, 2014). It discusses the use of a virtual desktop infrastructure (VDI) in creating custom desktop environments which contain end-user applications that can be accessed through zero-client devices. (Free, 2014)

Riccardo Bisol (Ricky)

Mastelic, Oleksiak, A., Claussen, H., Brandic, I., Pierson, J.-M., & Vasilakos, A. V. (2015). Cloud Computing. *ACM Computing Surveys*, 47(2), 1–36. <https://doi.org/10.1145/2656204>

In this article the authors work together to create a broad analysis of the infrastructure supporting cloud computing paradigms in regards with energy efficiency. There have been concerns with cloud computing problems of energy efficiency since cloud computing generates between 1.1% and 1.5% of the total electricity used world wide. It also takes into consideration the available scientific and industrial literature about modern and efficient practices in data centers and their equipment.

Hashem, Yaqoob, I., Anuar, N. B., Mokhtar, S., Gani, A., & Ullah Khan, S. (2015). The rise of “big data” on cloud computing: Review and open research issues. *Information Systems (Oxford)*, 47, 98–115. <https://doi.org/10.1016/j.is.2014.07.006>

This article highlights the fact that the amount of data is continuing to increase at an exponential rate. It re-affirms that there are only few tools available to address the issue of big data processing in cloud computing by addressing the 4 big Vs of big data, i)Volume, ii)Value, iii)Velocity and iv) Variety

Gurmehar Singh Doad

Ahmadi, Maryam ; Aslani, Nasim.(2018) Simon Fraser university-Capabilities and Advantages of Cloud Computing in the Implementation of Electronic Health Record.

<https://search.lib.sfu.ca/?q=cloud%20computing%20advantages>

High cost of Electronic Health record, there is an addition of new technology in particularly cloud computing. The reason behind this was to review the conducted studies in the field of cloud computing. Cloud computing technology is very important and more effective in use. According to the present findings there is higher flexibility, structure, and sharing ability in it and the domains. There are higher capabilities of cloud computing that are useful in implementing in a variety of contexts.

Kuo, Alex Mu-Hsing.(2011-09-21)-Opportunities and challenges of cloud computing to improve health care services

<https://search.lib.sfu.ca/?q=cloud%20computing%20in%20hospitals%20in%20canada>

Cloud computing is needed for objective healthcare organizations to remain efficient and be cost-efficient. It is fastest growing as per the studies. Cloud computing is one of the newest and effective ways of computing resources and storing. This paper explains the concept and its current place in health care, and uses 4 aspects such as legal, management, technology, security, and to study the opportunities and challenges of this computing model.

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- Alex Mu-Hsing Kuo *J Med Internet Res*. 2011 Jul-Sep; 13(3): e67. Published online 2011 Sep 21. doi: 10.2196/jmir.1867. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3222190/>
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<https://search.lib.sfu.ca/?q=cloud%20computing%20in%20hospitals%20in%20canada>

Mastelic, Oleksiak, A., Claussen, H., Brandic, I., Pierson, J.-M., & Vasilakos, A. V. (2015). Cloud Computing. *ACM Computing Surveys*, 47(2), 1–36. <https://doi.org/10.1145/2656204>

Hashem, Yaqoob, I., Anuar, N. B., Mokhtar, S., Gani, A., & Ullah Khan, S. (2015). The rise of “big data” on cloud computing: Review and open research issues. *Information Systems (Oxford)*, 47, 98–115. <https://doi.org/10.1016/j.is.2014.07.006>

BUS216
PRESENTATION OUTLINE
TEAM 1

1. Cover Slide with introduction (30 sec)

Microsoft is an American multinational computer technology corporation whose history started 4th April 1975. Formed by Harvard College dropout, Bill Gates and his childhood friend Paul Allen, Microsoft has now become the biggest software company. It is also one of the most valuable companies in the world.

Microsoft's cloud computing system has a lot of problems and these mainly include Privacy Promotion and Cost

2. Agenda (1 slide)

Introduction

Analysis

Solutions

Recommendation

Implementation

Conclusion

Xinhe Yu: Introduction, agenda, summary implementation, and conclusion

julian: Analysis

Yicheng: Analysis

Jasmine: two of solution

Riccardo: one solution & recommendation

Steve Yifan Huang: one of implementation

Gurmehar: one of implementation

3. Analysis (about 10 slides)

- Swot, Porter's 5 forces, etc

Strengths

- Reduced IT costs.
- Business continuity.
- Collaboration efficiency.
- Flexibility of work practices.
- Access to automatic updates.

Weaknesses

- Technical issues
- Network outages
- Downtime
- Training
- Increased dependency

Opportunities

- Adaptive to future needs
- High tech environment
- Standardized process

Threats

- Security concerns
- Hidden cost
- Migration from platforms

• Problems with cloud computing in Microsoft:

Privacy:

Microsoft's cloud computing system fails to ensure users' privacy concerns

Promotion:

Need to promote Microsoft to get more people to use and reduce the cost of developing cloud computing

Cost:

Microsoft's cloud computing system is costly to develop

• Proof of problem (financial analysis) :

Hackers had the capacity to read, edit, and even erase the main databases of thousands of its cloud computing customers

Over 250 Million customers were affected.

- Reasons (why the problem has happened)

Microsoft confirmed that one of their employees was compromised and released 37GB worth of source code (Abrams, 2022).

Primary code key was not secure and could be easily hacked. Microsoft paid a large sum of money to Wiz to fix this problem (Menn, 2021).

- Proof of reasons:

Took a lot of time to get information across/pushed back dates of important deadlines.

It increases security of personal patient information

- Consequences (what has already happened and will happen if the problem is not solved)

Millions of peoples data will be hacked

People start to lose confidence in the company

Other business will not want to work with Microsoft

4. Solutions

- **3 solutions**

- **Solution 1 with steps:**

Talking about the issues to do with privacy, Microsoft should take steps to inform their users of how much exposure their crucial information will be getting. It should explicitly state in their terms and conditions what exactly they are getting into.

Encryption and authentication technologies

Pro; It will make Microsoft seem like a trustworthy company.

Con; Microsoft will for sure lose consumers who understand what has been stated therefore reducing their profits.

- **Solution 2 with steps:**

Regarding the rollout of Microsoft's cloud computing, compatibility of data formats is an issue. Data portability is an important aspect. For example, if a customer uses our cloud at

Microsoft and after a while, it is not liked by the customer, I can choose to switch to another one.

Pro; Could give Microsoft more options for cloud computing

Con; Cost may increase

• Solutions 3 with steps:

Regarding the cost of development for Microsoft, according to (Hosseini, 2019) their proposed solution to this problem is to switch from using one single computing resource (a virtual machine instance) to multiple resources.

Pro; would significantly reduce costs if part of the resources picked among the multiple are cheaper.

Con; Options for sources provided might be confusing and diverse (Hosseini, 2019)

5. Recommendation - 1 solution with 3 or more steps, or combo (1 slide):

	Solution1	Solution2	Solution3
Cost	+	-	+
Practicality	-	+	+
Satisfaction	-	+/-	-

6. Implementation (at least 20 slides - about 45% of the presentation)

• Step 1

Enhance employers' awareness of protecting security and privacy

Methods

- Train skilled employees to become software super users.
- Game based learning process (Ranking List)
- Provide incentives to complete learning on time (Small welfare and big welfare)

(Corporation, 2020, March 16)

Tasks

- Employees and leaders meet to clarify the needs of users
- The user experience team prepares the plan (schedule and employee needs) to convey the safety and reliability of the program to users
- The marketing department collects the problems and challenges faced by users.
- The technology department sets up security tips to protect the security of user data (Microsoft, 2012)

Timeline and cost

(Corporation, 2020, March 16)

• Step 2 :Establish and follow best practices for development

1)This step helps in resolving the problem before it occurs.

2)There are various tools and resources which help in this process. With this process there is a chance of zero problems and it gives a massive development and also will help in eliminating all the security issues before they happen.

3) This is one of the major implementations which is a must and very useful.

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[https://docs.microsoft.com/en-us/previous-versions/windows/desktop/cc307416\(v=msdn.10\)](https://docs.microsoft.com/en-us/previous-versions/windows/desktop/cc307416(v=msdn.10))

• Step 2 timeline



- Follow the plan
 - Execute the plan
 - Make changes as needed
 - Analyze data
 - Working by the clock
 - Gather feedback
 - Provide final presentation
- Overall implementation timeline & costs
 - Position map with numbers
 - Results (optional)

7. Conclusion - problem -> solution -> results + final message to the audience

Microsoft's cloud computing has encountered problems with security, rollout, and cost. We have three solutions for this, telling users that their privacy will be affected, improving data format compatibility, and switching from a single resource to multiple resources.

8. References (APA)

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- A 5-step guide to ERP implementation, Microsoft, <https://dynamics.microsoft.com/en-ca/erp/erp-implementation/>
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9. Q/A (1 slide)

Does COVID19 have any implications for Microsoft's cloud computing?

10. Index (1-2 slides)

11. Back up slides - details on financials, graphs, tables, images, videos, screenshots, etc.

[A Switch in Time Saves the Dime: A Model to Reduce Rental Cost in Cloud Computing](#)

[A survey on cloud computing security: Issues, threats, and solutions](#)

[Phase 3: Implementation](#)

[A Brief History of Microsoft - The Worlds Biggest Software Company](#)

[Towards Cloud Computing: A Swot Analysis on its Adoption in Smes](#)

[A 5-step guide to ERP implementation](#)