7/14/2015

**Briana**

Tasks: Working on the storyboards

Impediments: Still has issues connecting to the VPN, could not find graph paper

**Chris**

Tasks: Working on the user stories

Impediments: N/A

**Joanna**

Tasks: Email Salim inviting him to daily scrum, type up meeting notes, work on other project (updating wiki links)

TO DO:

* Meet w/ Emily to discuss workflow for PM forms
* Hunt down Bill Shelton to inquire about development environment, wordpress, etc.

7/15/2015

**Briana**

Tasks: Review storyboards & user stories

Impediments: N/A

**Chris**

Tasks: Review storyboards & user stories, fill out software request form for SQL Pro, contact Steve S.

Impediments: Issues connecting to the VPN, software needs

**Joanna**

Tasks: Change daily scrum time, type up meeting notes, work on other project (updating wiki links)

TO DO:

* Meet w/ Emily to discuss the Consolidated Project Doc.
* Hunt down Bill Shelton to inquire about development environment, wordpress, etc.
* Start prototyping (building forms and getting feedback)

7/16/2015

**Briana**

Tasks: Working on paper prototypes, R&I meetings, gate review

Impediments: Wants SPSS, may need framework

**Chris**

Tasks: Getting familiar w/ Postgres database, R&I meetings, gate review

Impediments: N/A

**Joanna**

Tasks: Put updated project plan on drive, work on other project (updating wiki links, pmo org chart, meetings)

TO DO:

* Put thought into desired development environment. (wordpress, google forms, grunt)

7/17/2015

**Briana**

Tasks: Working on paper prototype: wants to change status button, make search strictly ID numbers, search regularly in MPL, getting rid of R&I and milestone view, reports will be strictly for MPL stuff

**Chris**

Tasks: Got links from Andy B., trying to set up virtual machine, work with Salim to get assistance

Impediments: N/A

**Joanna**

Tasks: Change matthew f.k meeting time, work on other project (pmo org chart, new wiki pages brainstorming), send out meeting invites for more prototype testing

**Salim**

Tasks: Try to get Chris access today to database

TO DO:

7/20/2015

**Briana**

Tasks: Usability testing meetings, pmo staff meeting, improving paper prototypes

Impediments: Can not get in touch w/ Steve S. about her Mac laptop size

**Chris**

Tasks: Usability testing meetings, pmo staff meeting, getting familiar w/ Postgres

Impediments: N/A

**Joanna**

Tasks:, Usability testing meetings, pmo staff meeting, pmo support meeting, assist when needed

**Salim**

Tasks: Help Briana w/ vagrant on her computer

TO DO:

* Visit Steve Shane in person if necessary

7/21/2015

**Briana**

Tasks: Usability testing meetings, improving paper prototypes

Impediments: Trying to get bootstrap, vagrant set up

**Chris**

Tasks: Usability testing meetings, can now create database and tables on local drive (good to go)

Impediments: N/A

**Joanna**

Tasks:, Usability testing meetings, assist when needed

**Salim**

Tasks: Can start discussing database structure, run by supervisor that project will take up some of his time

**Chaeny**

**(Will be on vacation next week)**

TO DO:

* Get through prototyping today, start building soon

7/22/2015

**Briana**

Tasks: Look at notes on drive, trying to make intake and google forms on her collab account, all hands meeting

Impediments: Needs help installing something to do html mock up, can’t install node

**Chris**

Tasks: Been putting together some fields for ERD, all hands meeting

Impediments: N/A

**Joanna**

Tasks: All notes are on the drive as well as updated project plan, meeting w/ Natalie K., all hands meeting

**Salim**

Not present

**Chaeny**

Reached out to chuck and bill to see if they can assist w/ Briana’s machine and vagrant, all hands meeting

TO DO:

7/23/2015

**Briana**

Tasks: Go over feedback from prototype testing, would like to start working on some sort of click through prototype

Impediments: Familiarity w/ vagrant is a blocker, knowing how to use bootstrap within vagrant

**Chris**

Tasks: Put together a first draft for the ERD, hopes we can review it

Impediments: N/A

**Joanna**

Tasks: Paper prototype for PMO Wiki pages, prototype testing meeting, risk management plan, optional webinar

**Salim**

Check schedule to see when he can help Chris w/ ERD, will be away on the 6th

**Chaeny**

Helping Briana finalize prototype screens, ask a dev for assistance, will be on vacation tuesday through friday, then in class following monday and tuesday

TO DO:

7/24/2015

**Briana**

Tasks: Trying to figure out what’s wrong with html mock-up, possibly look into

Impediments: N/A

**Chris**

Tasks: Django tutorial, talk to Salim about ERD and database

Impediments: Waiting for stuff to download

**Joanna**

Tasks: Intern event, working on paper prototypes for other project, finish risk management plan

**Salim**

Will try to assist Briana if needed

**Chaeny**

Will be here Monday, talked about adding an editor to the forms this morning

TO DO:

7/27/2015

**Briana**

Tasks: Bootstrap is too responsive and annoying, going to look into other frameworks

Impediments: N/A

**Chris**

Tasks: Salim made suggestions to ERD, Chris made changes

Impediments: Django 1.6 was already downloaded on box, he needs 1.8, 1.6 was overriding so now he has to re-download the box

**Joanna**

Tasks: PMO Support meeting, paper prototypes, possibly start working on new wiki pages, prototype meeting

**Salim**

Not present

**Chaeny**

Go over project plan w/ Joanna, will be back on Wednesday, Chaeny is changing jobs so will be moving to floor 11

TO DO:

7/28/2015

**Briana**

Tasks: Changed framework so is working on getting page to look how it’s supposed to, may look at Django tutorial if she has time

Impediments: Laptop is being fixed right now

**Chris**

Tasks: Working on Django tutorial, maybe talk to Salim about the database

Impediments: N/A

**Joanna**

Tasks: Paper prototype meeting, work on pmo org chart view on Wiki

**Salim**

We should be able to get active directory info. if we drop everything in the intranet

Says develop as much as possible in your own environment, then we can worry about other stuff in future when testing

**Chaeny**

Will be back on Wednesday

TO DO:

* Begin user stories

7/29/2015

**Briana**

Tasks: Went back to Bootstrap framework, working on the screens

Impediments: Doesn’t know how this will work into project

**Chris**

Tasks: Finished Django tutorial, applying steps in Django tutorial to project, probably begin working on user stories at end of week

Impediments: N/A

**Joanna**

Tasks: Working on Wiki pages, researching fax by email solutions

**Salim**

Not present

**Chaeny**

Will be back on Wednesday

TO DO:

7/30/2015

**Briana**

Tasks: Finishing the homepage, send chris files for the views, working on the other pages

Impediments: N/A

**Chris**

Tasks: Working on user story number 12, trying to integrate the views with the database

Impediments: N/A

**Joanna**

Tasks: Working on Wiki pages, researching fax by email solutions, intern brown bag event, risks and issues meeting

**Salim**

Tardy, no updates

**Chaeny**

Will be back on Wednesday

TO DO:

7/31/2015

**Briana**

Tasks: Got the notes, risk, and milestone table, confirmation screen, home screen and profile screen, working on improvements, thinks she needs to make the forms in bootstrap instead of Google, has a couple more pages to do

Impediments: N/A

**Chris**

Tasks: Still working on profile page hopes to finish today, possibly working on home screen

Impediments: Having a way for Chris and Briana to work in the same virtual machine so Briana doesn’t have to keep sending Chris views (Alternative: Have Briana send Chris the finished screens and she can make little changes afterwards)

**Joanna**

Tasks: Working on Wiki pages, researching fax by email solutions

**Salim**

Not present

**Chaeny**

Will be back on Wednesday

TO DO:

8/3/2015

**Briana**

Tasks: Get the tables editable, fix errors, brown bag intern event, pmo staff meeting

Impediments: N/A

**Chris**

Tasks: Profile page is basically complete input-wise, working on linking the pages (making links to pages work), brown bag intern event, pmo staff meeting

Impediments: N/A

**Joanna**

Tasks: Working on Wiki pages, researching fax by email solutions, pmo staff meeting, brown bag intern event

**Salim**

Not present

**Chaeny**

Will be back on Wednesday

TO DO:

8/4/2015

**Briana**

Tasks: Get the tables editable

Impediments: N/A

**Chris**

Tasks: Fixing ID on the homescreen

Impediments: N/A

**Joanna**

Tasks: Working on Wiki pages  
**Salim**

Not present

**Chaeny**

Will be back on Wednesday

TO DO:

8/5/2015

**NO SCRUM**

8/6/2015

**Briana**

Tasks: Get the status updates to be a jquery dialog box, may start trying to re-do the forms in html instead of google

Impediments: N/A

**Chris**

Tasks: Got the search bar working, talk to devs if assistance is needed with click to edit implementation

Impediments: N/A

**Joanna**

Tasks: Working on Wiki pages, go over user stories, brown bag , meet & greet w/ director  
**Salim**

Out today

**Chaeny**

Moving to the 11th floor today or tomorrow in the same area, Julia wants to attend scrum tomorrow she may be remote so we may have to do a hangout, go over user stories

TO DO:

* Review user stories

8/7/2015

**Briana**

Tasks: Working on the modal dialogue boxes for the status updates

Impediments: N/A

**Chris**

Tasks: Started working on user stories 19, 21, & 23, working on risks & issues, briana can send any new views to chris

Impediments: N/A

**Joanna**

Tasks: Working on last Wiki page, intern training  
**Salim**

May stop by to check in on Chris

**Chaeny**

Will check in with us at the end of the day

**Julia**

* Add product owner, maybe sponsor, and technical lead to profile page (have more clarity of who’s on team)
* Rename next steps to resolution plan/steps on R&I page
* Have baseline, target date, & completion date on milestones page (possibly trigger automatic alert if baseline & target dates change)
* Add Eric S. to testing next week

TO DO:

8/10/2015

**Briana**

Tasks: Sending forms to Chris, not sure what to work on next, sprint review, finish working on sprint 3 stories, sprint planning

Impediments: N/A

**Chris**

Tasks: Briana sent Chris the modals, he has most of them working (you can add issues, milestones, risks from profile page), sprint review, finish working on sprint 3 stories, sprint planning

Impediments: N/A

**Joanna**

Tasks: Working on Wiki pages,pmo support meeting, sprint review, sprint planning  
**Salim**

Nothing to report

**Chaeny**

Remote today

TO DO:

* Chris and Briana need collab tool

8/11/2015

**Briana**

Tasks: PMbook testing w/ V. and Fenwick, made updates to profile page, fixed pending projects view, wants to work on reports

Impediments: N/A

**Chris**

Tasks: PMbook testing w/ V. and Fenwick, did some debugging, started working on intake form hopes to have it done before 1, will look into confirmation email

Impediments: N/A

**Joanna**

Tasks: PMbook testing w/ V. and Fenwick, Wiki pages  
**Salim**

Not present

**Chaeny**

PMbook testing w/ V. and Fenwick,

TO DO:

* Prepare for testing today

8/12/2015

**Briana**

Tasks: PMbook testing w/ Loi and Emily, discovered the site looks bad on other browsers, working on stakeholder view accordion

Impediments: N/A

**Chris**

Tasks: Got color status to work, will work on milestone timeline and intake form bugs tomorrow

Impediments: N/A

**Joanna**

Tasks: PMbook testing w/ Loi and Emily  
**Salim**

Not present

**Chaeny**

PMbook testing w/ Loi and Emily

TO DO:

* Prepare for testing today

8/13/2015

**Briana**

Tasks: Will give Chris updated html files, integrating some of Loi’s suggestions, MPL and testing meeting w/ V., brown bag w/ Vijay

Impediments: N/A

**Chris**

Tasks: Working on intake, schedule for milestones, help w/ reporting, MPL and testing meeting w/ V., brown bag w/ Vijay

Impediments: N/A

**Joanna**

Tasks: Revise PMO inventory, set up meeting w/ Bruce, Dominique, Julia to discuss Wiki pages launch, MPL and testing meeting w/ V., brown bag w/ Vijay, type meeting notes, update both project plans  
**Salim**

Not present

**Chaeny**

MPL and testing meeting w/ V.

TO DO:

* Work on user stories

8/14/2015

**Briana**

Tasks: Testing w/ Abram, created status color box for profile page, adding capability to profile view,

Impediments: Doesn’t know how reporting works

**Chris**

Tasks: Testing w/ Abram, completed milestone schedule for left side, intake form works

Impediments: N/A

**Joanna**

Tasks: Create new PMO inventory, testing w/ Abram, type meeting notes

**Salim**

Not present

**Chaeny**

Testing w/ Abram, we may not be adding project close out checklist, remote today

TO DO:

8/17/2015

**Briana**

Tasks: Sketched reports, putting new icons, wants to fix scroll issues on pages

Impediments: N/A

**Chris**

Tasks: All the pages are woking, wants to get the reporting done today, intern farewell lunch

Impediments: N/A

**Joanna**

Tasks: Complete Gate doc. for PMbook, gather documentation and place on shared drive, Wiki pages launch meeting, intern farewell lunch

**Salim**

Nothing to report

**Chaeny**

Believes Sharepoint tool will coexist w/ ours, Sharepoint will be used more for Gantt charts and deeper dives into individual projects while PMbook is more for reporting

TO DO:

8/18/2015

**Briana**

Tasks: Added the new icons, working on fixing the tables, has 2 tables for reporting, will try to finish other ones today

Impediments: N/A

**Chris**

Tasks: Needs to fix some things on profile page, needs to do reporting

Impediments: N/A

**Joanna**

Tasks: Complete Gate doc. for PMbook, may leave early for eye doctor

**Salim**

Not present

**Chaeny**

Not present

TO DO:

8/19/2015

**Briana**

Tasks: Fixed the layout for the tables, did some reporting pages

Impediments: N/A

**Chris**

Tasks: Fixed bugs, working on reporting today

Impediments: N/A

**Joanna**

Tasks: Complete Gate doc. for PMbook later?, discuss demo for tomorrow and who needs to be invited/what time, waiting for approval to make Wiki pages live, prepare blurb for T&I newsletter, ask Kelly to apply her content strategy to draft Wiki pages

**Salim**

Nothing to report

**Chaeny**

Nothing to report

TO DO:

* Prepare for demo tomorrow

8/20/2015

**Briana**

Tasks: Demo

Impediments: N/A

**Chris**

Tasks: Demo

Impediments: N/A

**Joanna**

Tasks: Waiting for approval to make Wiki pages live, Demo

**Salim**

Not present

**Chaeny**

Getting pizza for demo

TO DO:

8/21/2015

**Briana**

Tasks: Will comment files, make code understandable, put code on Github

Impediments: N/A

**Chris**

Tasks: Will comment files, make code understandable, put code on Github

Impediments: N/A

**Joanna**

Tasks: Making changes to Wiki pages

**Salim**

Not present

**Chaeny**

Will be helping w/ Sprint wrap up

TO DO: