**Trace3 - Meeting Management Tool**

**Overall Progress:**



**Meeting Summary:**



**Tasks Information:**

Completed Tasks:

* Integrating MS Teams with the prototype platform.
* Creating meetings data to gather data via MS Teams based organizational account.
* Making changes to the dashboard for projects, stakeholders and meetings views.
* Showcasing the dashboard to Ellen and gathering feedback.
* Setting up a meeting with the Trace3 IT team.

Next Tasks:

* Showcasing the final version of the prototype to Prof. Shapiro in class, and noting down the feedback.
* Starting work on the documentation for the essential deployment steps and prototype delivery.
* Meeting with the Trace3 IT team on 11/22 to discuss the process to host the prototype on Trace3’s servers.
* Gathering the list of changes requested by Trace3 by 11/26, and working on the same.
* Meeting internally over the weekend to work on the upcoming deliverables, and preparing for the practice run and final presentations.

**Detailed Project Status:**

(Release and Sprint Planning)  
  
  


**Feedback/Support:**

* What are we expected to prepare for the practice run of the final presentation? Is there a rubric which can be shared in advance?