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|  | **Weekly Team Task Report** | **Report #2** |

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| Team: LabRats | | | | | **Date: 2018-10-02** | |
| **Project Title: Environmental Laboratory Informatics and Management System** | | | | | | |
| https://lh3.googleusercontent.com/L_-EAAmjNTfARiVXAIzZE9rPc0mmkvl3lhSakQbB_th027oG_ZnT9QhMK8IUkih6bxE2JiGU9VyjqZTm2_1wMWBfWq0JpQUsJdH2qIpVFs4Tpdy3pbfovaH8dyDzBmamgbD_HAB4 | **Julian Bell** | https://lh5.googleusercontent.com/ADCzD4j13NjELoKqGMMS8L6Uo2Nj9hCgZSZXC8P-0JdXxgivDvDlJuqOXnY4TBqofM58h0rZ_KV7GlGs1Vp4JJN9i7hptQWmmtRr6NUjF2czNgpDkyjdhkY1k0pzW_nh4GKCDF2r | **Remy Brandriff** | https://lh3.googleusercontent.com/cW_SPERrqWCsNrBDuCE_yP487VzcxKu9Ai5HgocXEGM6FidPNc8CMbW5vNbB9lZoZmKnqTX-Y7aFuODTwbSphIW6dF5FQF-JYjMccVCINR7uD_RsSoNh5G2Fy5ifTM-xDzAOO9Hz | | **Maria Granroth** |

### Recent Meetings:

* **Friday, 4:15PM:** Due to existing obligations, our weekly meeting (normally Thursdays at 1:30PM) was bumped to Friday afternoon. We reached out to our client again to set up a meeting, following up on communication earlier in the day; discussed our presentation for class this week, including who would present what, and began the slides we could do without meeting with our client;
* **Tuesday, 1PM:** We met with our client and other people involved with the project to discuss their vision for the product, clarify the assignment, and get a better idea of what we’re doing to do.

### TASKS COMPLETED since last meeting:

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| **Task Title:** Mini-intro presentation | **Task Initiation:** 2018-09-25 | **Orig. Due Date:** 2018-10-02 | **Status:** completed |
| **Who (%):** Julian Bell (33%), Remy Brandriff (33%), Maria Granroth (33%) | | | |
| **Description:** Our mini-intro is a collaborative effort, with each person contributing to its creation and ultimate presentation. Part of the presentation we created during our team meeting—the Abstract and Issues slides—but much of it had to wait for us to meet with our client. After the meeting, we were able to fill in the rest. | | | |
| **Expected Outcome:** We will give a short, rehearsed mini-intro presentation to the capstone class as a whole the week of 10/02. | | | |

### This week’s Tasks: Work plan for coming week

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| **Task Title:** Start team website | **Task Initiation:** 2018-09-27 | **Orig. Due Date:** TBA | **Status:** in progress (0%) |
| **Who (%) tentative:** Julian Bell (33%), Remy Brandriff (33%), Maria Granroth (33%) | | | |
| **Description:** Though this assignment is still pending and there isn’t an established due date, we want to get started on the team website. This doesn’t have to be fancy, just the start that we’ll build on later. | | | |
| **Expected Outcome:** We want the basic framework for our team website we can continue to add to throughout capstone. | | | |

### Upcoming Tasks: Planning

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| **Task Title:** Technological Feasibility | **Who (%):** Julian Bell (33%), Remy Brandriff (33%), Maria Granroth (33%) | **Rough Due Date:** TBA |
| **Description:** The technological feasibility analysis has not been assigned yet, but is an upcoming assignment we want to start preparing for. With the information gathered from the client in this and future meetings, we will explore the feasibility of the project according to the client’s vision, and decide whether there is a more realistic approach we will need to take. We will start discussing our options and what sounds like the best course of action right now. | | |