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|  | **Weekly Team Task Report** | **Report #6** |

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| Team: LabRats | | | | | **Date: 2018-11-02** | |
| **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** |  | |  |

### Recent Meetings:

* **Sunday, 5PM:** We met briefly about the proposed revisions to our technological feasibility draft, and how to improve it for submission again.
* **Tuesday, 5:15pm:** We did not have a client meeting, as our client is out of town. We had a team meeting after capstone to discuss the requirements document more in depth, as well as what is coming up in the capstone schedule and how we will approach upcoming tasks and assignments. We’ve started writing the outline for the requirements document and gathering our information to put it all together. We will also complete our revisions of the technological feasibility final document this weekend.

### TASKS COMPLETED since last meeting:

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| **Task Title:** Technological feasibility draft | **Task Initiation:** 2018-10-16 | **Orig. Due Date:** 2018-10-26 | **Status:** completed |
| **Who (%):** Julian Bell (40%), Remy Brandriff (60%) | | | |
| **Description:** We completed the first draft of our technological feasibility draft. Upon showing a first version to our client, Terry Baxter, and some members of NAU ITS, we agreed that our choices in a web framework and database system had to be modified from Django/MySQL to .NET Core/SQL Server to better support and integrate with NAU ITS’ already existing services deeply rooted in Microsoft products. Following a meeting with our team mentor on Friday and receiving proposed improvements, we have updated the document to reflect those changes and turned it back in. | | | |
| **Expected Outcome:** A solid draft of our technological feasibility analysis document, which will serve as a reference point for what the goals of the project are, the tools used to achieve those goals, and expectations for the end result. We will be modifying this into a final draft this week and before our next mentor meeting (11/6) when it is due. | | | |

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

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| **Task Title:** Start requirements document | **Task Initiation:** 2018-10-29 | **Orig. Due Date:** n/a | **Status:** in progress (10%) |
| **Who (%) tentative:** Julian Bell (50%), Remy Brandriff (50%) | | | |
| **Description:** We will begin a rudimentary form of the requirements document, due later in the semester, and get ahead on this assignment to ensure a robust, reliable end result is delivered. We have started writing the outline that we will flesh out. | | | |
| **Expected Outcome:** By the end, a document for the project specifying the contractual requirements and what is to be expected from the end result of the project as a whole. | | | |

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| **Task Title:** Technological feasibility final draft | **Task Initiation:** 2018-10-29 | **Orig. Due Date:** 2018-11-06 | **Status:** in progress (10%) |
| **Who (%) tentative:** Julian Bell (50%), Remy Brandriff (50%) | | | |
| **Description:** We may begin the final technological feasibility document as soon as we receive our draft back; we consider having a reasonably complete draft progress on the final draft, calculated as 10%, with the following 90% to be the changes and revisions we make to create our final document. We will rework the first draft of the technological feasibility analysis after getting it back from our mentor, and bringing it back to the client for review to further determine what can be improved to ensure we have the best idea of our technological approach to the project as possible. | | | |
| **Expected Outcome:** By the end, a finalized document detailing the technological feasibility of this project—what our problems are (and what we anticipate may become a problem), how we plan to solve them, what technologies we will be using—to be used as a resource going forward. | | | |

### Upcoming Tasks: Planning

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| **Task Title:** Mini-team updates | **Who (%):** Julian Bell (50%), Remy Brandriff (50%) | **Rough Due Date:** 2018-11-06 |
| **Description:** We will be creating a simple, brief update on our project to be given in class the week of 11/06. We’ll come up with this information (a brief reminder of our project, including the client, problem, and goal; where we are; and the highlights) before our mentor meeting next week and review it with Jun before presenting it to the class to ensure an optimal update. | | |

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| **Task Title:** Design review presentations | **Who (%):** Julian Bell (50%), Remy Brandriff (50%) | **Rough Due Date:** 2018-11-13 (dry run) |
| **Description:** Though this assignment is a couple weeks out, we would like to begin planning and preparing for the design review presentations now. There will be a dry run with our team mentor the week of 11/13, and the official presentations the week after in class, and given the importance of this assignment, we want to get a head start. We will review the assignment document during our team meeting and begin planning. | | |