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|  | **Weekly Team Task Report** | **Report #7** |

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| Team: LabRats | | | | | **Date: 2018-11-09** | |
| **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:

* **Tuesday, 1:30pm:** We met with client Terry Baxter, providing an update on the project on our end as well as getting insight from where he is at with the state of the project. In addition, earlier that morning, the two of us and ITS agreed on dates this semester to get fully acquainted with the two Microsoft tools we are using for the project (SQL Server and .NET Core). We will be meeting on November 29 and December 6 for more formal training; in addition, we will be learning the tools on our own time to better prepare beforehand and get a head start.
* **Tuesday, 2:15pm**: Along with planning for our team update presentation, we held our weekly meeting. We discussed getting a head start on training with ITS-endorsed tools (mentioned above), what our plans are for finishing the technological feasibility and requirements documents, and figuring out basic concepts for our design review presentations.

### TASKS COMPLETED since last meeting:

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| **Task Title:** Technological feasibility document | **Task Initiation:** 2018-11-02 | **Orig. Due Date:** 2018-11-09 | **Status:** completed |
| **Who (%):** Julian Bell (50%), Remy Brandriff (50%) | | | |
| **Description:** We completed the technological feasibility document, mostly by modifying and expanding on the technology challenges section, which was originally lacking. We described each of the three challenges that we would face and a rough idea of how we might go about approaching each of the issues. The document was turned in at our mentor meeting for the week. | | | |
| **Expected Outcome:** The final iteration of our technological feasibility document (barring any major last-minute needed changes), turned into our mentor at the meeting. | | | |

### 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 (30%) |
| **Who (%) tentative:** Julian Bell (50%), Remy Brandriff (50%) | | | |
| **Description:** We will commit an early draft of our requirements document to “paper” this upcoming week -- that is, flesh out some sections and get going on basic material for the document. | | | |
| **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:** Design review presentations (dry run) | **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. | | |

### Upcoming Tasks: Planning

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| **Task Title:** Design review presentations (final in class) | **Who (%):** Julian Bell (50%), Remy Brandriff (50%) | **Rough Due Date:** 2018-11-20 |
| **Description:** After the dry run, we will be practicing our official presentation in class for the design review, which will occur on November 20. We intend to practice thoroughly to ensure that our final presentation is satisfactory and up to our standards. | | |