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|  | **Weekly Team Task Report** | **#3** |

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| Team: GeoLearn | | | | | | **Date: 10/9/19** | | |
| **Project Title: Improving elementary education with custom online enironmental science lectures** | | | | | | | | |
| **A person wearing a suit and tie  Description automatically generated** | **Samuel Prassse**  Present  On-time | **A close up of a person  Description automatically generated** | **Kaitlyn Grubb**  Present  On-time | **A young person in a blue shirt  Description automatically generated** | **Tyler Pehringer**  Present  On-time | | A person wearing a suit and tie  Description automatically generated | **Joshus Tenakhongva**  Present  On-time |

### Recent Meetings:

* General Team Meeting
* Sponsor Meeting

### TASKS COMPLETED since last meeting:

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

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| **Task Title: Fully Initialized Team Website** | **Task Initiation: 10/1** | **Orig. Due Date: 10/15** | **Status:** In Progress |
| **Who (%): Joshus (25%), Kaitlyn (25%), Tyler (25%), Samuel (25%)** | | | |
| **Description: This version of the website will be close to the completed version that we are looking for. This version will contain clean and concise HTML and CSS so that the version can be ported and survive the tests of time. This site will be a hub for all of our documents that our Sponsor, Organizer, and Mentor will be able to access at any time, eliminating the need for emailing documents.** | | | |
| **Expected Outcome: Funtioning and good looking website containing our team, sponsor, and project information. Look fantastic.** | | | |

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| **Task Title: Discussion: Tech Writing QuickRef** | **Task Initiation: 10/7** | **Orig. Due Date: 10/11** | **Status:** Upcoming |
| **Who (%): Team (100%)** | | | |
| **Description: This is a discussion on Technical Writing. It will cover Cover sheets and presentations, headings and subheadings, use of bullets, use of diagrams and figures, and white space issues.** | | | |
| **Expected Outcome: To learn about technical writing and to apply it to our team documents.** | | | |

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| **Task Title: Technological Feasibility Analysis** | **Task Initiation: 10/7** | **Orig. Due Date: 10/25** | **Status:** In Progress |
| **Who (%): Joshus (25%), Kaitlyn (25%), Tyler (25%), Samuel (25%)** | | | |
| **Description: Create a document describing any technical “challenges” we forsee in our project, and then going through and analyzing each of them: discuss what they are, what needs to be done to tackle it, then outline the alternatives for tackling the challenge, describe what you did to test the alternatives, and end with our well justified decision of which approach yoy plan to pursue.** | | | |
| **Expected Outcome: Turn in a bound document of about 5-6 pages and submit it to our CS faculty advisor.** | | | |

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| **Task Title: Peer Eval** | **Task Initiation: 10/8** | **Orig. Due Date: 10/11** | **Status:** In Progress |
| **Who (%): Joshus (25%), Kaitlyn (25%), Tyler (25%), Samuel (25%)** | | | |
| **Description: Create a document describing any technical “challenges” we forsee in our project, and then going through and analyzing each of them: discuss what they are, what needs to be done to tackle it, then outline the alternatives for tackling the challenge, describe what you did to test the alternatives, and end with our well justified decision of which approach yoy plan to pursue.** | | | |
| **Expected Outcome: Turn in a bound document of about 5-6 pages and submit it to our CS faculty advisor.** | | | |

### Upcoming Tasks: Planning

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| **Task Title: Lecture - Prototyping** | **Who (%): Team (100%)** | **Rough Due Date: 10/18** |
| **Description: This will be an in class lecture about creating Software Prototypes. We will cover requirements elicitation, requirements analysis, use cases, modeling, requirements specification, and requirements management.** | | |

### Other Problems / Other Issues:

* Discuss presentation