# **CSC154 Software Development**

# **Project Weekly Progress Status Report Template**

**Project Name: Venue Scraper**

**Team Number: 4**

**Project Manager: CJ Coronado**

**Team Members: Katelyn Doyle, Raegan Durdin, Fatima Zaid, James Dove, Sha He**

**Date Duration: 9/16/2024 - 10/06/2024**

**Tasks scheduled for this week:**

* **Have an introductory kickoff meeting.**
* **Discuss members’ strengths and weaknesses.**

**Tasks completed for this week:**

* **Schedules meeting time for Friday, September 20th.**
* **Completed kickoff meeting.**
* **Scheduled our next meeting for 6:30pm on Monday the 23rd.**

**Open issues for this week:**

* **No communication from Fatima or Sha prior to meeting. Neither attended our kickoff meeting Friday morning at 9am.**
* **Post-kickoff meeting follow-up email was sent to all group members shortly after our Friday 9am meeting. Specifically stated for Fatima and Sha to reply by 12pm Sunday so we know they are active with the project.**
  + **Fatima sent follow up communication to me on Friday and Saturday.**
  + **Sha has not communicated with me or the team as of Sunday, September 22nd at 1:45pm.**

**Open changes for project plan and the reasons for the changes:**

* **Changes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tasks completed by each team member (type the name of project manager and each member):**

* **Project manager (CJ Coronado) - scheduled the meeting for 9am over Microsoft Teams.**
* **Members:** 
  + **Katelyn Doyle - attended meeting.**
  + **Raegan Durdin - attended meeting.**
  + **James Dove - attended meeting.**
  + **Fatima Zaid - did not attend the meeting. Sent follow up emails Friday and Saturday asking for their role in project and informed the group will not be able to attend Monday’s meeting.**
  + **Sha He - did not attend the meeting. No communication with team as of 1:45pm on Sunday 9./22.**

**Tasks scheduled for next week:**

* **Begin project selection and development plan.**
* **Next meeting is September 23rd at 6:30pm.**
  + **Fatima informed the group she cannot attend the meeting at that time.**