1.) Project

Title: How to install UberStudent in a Virtual Machine

Description: A tutorial on the the simple steps necessary to get an installation of

UberStudent installed in a Virtual Machine environment

Start Date: January 24, 2017

End Date: April 9, 2015

Team Members: Carlos Lopez, Guzel Nasybullina, Jarron Bailey,

Osman Zahid, David Powers, Jose “Chief” Lopez

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Accomplishments:

1.) Team charter

Were able to set the foundation and rules to continue forward steadily with minimum issues

2.) Progress Report 1

Charted the tools and information we had gathered in order to record the webinar. Were able to contact an expert in order to provide us with aid as well as instruction materials.

3.) MS project

Correctly started and edited an MS project file, and were able to maneuver around the UI in order to input our teams various statistics.

4.) Webinar Recorded

Were able to finish the recording of the tutorial along with the auxiliary presentation in order to demonstrate how to install UberStudent

Problems:

1.) Low communications in which there were large periods of time where no one

spoke to each other.

2.) Due to other events that needed my attention, for a short period I was not

directing the rest of the team, but the problem was that no one else stepped up to

the 1plate to, at least temporarily, take over and lead the rest of the team.

3.) Due to time constraints on the video, the webinar topic was changed from how to

install UberStudent 3 different ways to just 1 way.

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| Criteria | Score |
| Performance against project goals/objectives | 1 2 3 4 5 6 7 8 9 10 |
| Performance against planned schedule | 1 2 3 4 5 6 7 8 9 10 |
| Performance against quality goals | 1 2 3 4 5 6 7 8 9 10 |
| Adherence to scope | 1 2 3 4 5 6 7 8 9 10 |
| Project planning | 1 2 3 4 5 6 7 8 9 10 |
| Resource management | 1 2 3 4 5 6 7 8 9 10 |
| Project management | 1 2 3 4 5 6 7 8 9 10 |
| Development | 1 2 3 4 5 6 7 8 9 10 |
| Communication | 1 2 3 4 5 6 7 8 9 10 |
| Team cooperation | 1 2 3 4 5 6 7 8 9 10 |
| Project deliverable(s) | 1 2 3 4 5 6 7 8 9 10 |

3.)

Lessons Learned:

1.) Communicate beforehand to the team members that in the event of the leader

disappearing for a period of time, someone else needs to lead in order to keep the project going to the end goal.

2.) Keep communication channels open daily in order to stay up to date on what

needs to be done and what is due.

3.) Have a backup plan if the original plan cannot be accomplished, the same way in

which we planned to due 1 installation technique instead of 3, if time constraints were to have put a strain on us. In the end plan B ended up being used.

Future Task:

1.) Practice communication skills in between the team. There have been studies

which show that having everyone know what each other team members knows increase team cooperation as well as team performance. In the future, it would be great to have each team member be more open with each other.