**Weekly Report**

Team Name: Mango Week Number: Week 12 Date: Mar 23, 2023

**Upcoming week**

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| Member Name | Member Role | Weekly Task | Due date and time |
| Alexander Peltier | Team Leader | • Assign each member’s role and position for the project.  • Manages individual members schedule and set an appointment for weekly meeting.  • Assigned the task for FRD Introduction  • Assigned the task for 3.0 User Requirement: Customer  • Reviewing FRD before submitting. | Mar 24, 2023  Mid Night  Mar 25, 2023  10:00 PM |
| Aaron Galicia | Requirement Manager | • Assigned the task for 3.0 User Requirement: Employee  • Assigned the task for Methodology and Appendix  • Brainstorm conceptual ideas about the Database Modeling  • Leave comments for FRD reviewing | Mar 24, 2023  Mid Night  Mar 25, 2023  8:00 PM |
| Kyungchan Im (Chris) | Development Manager | • Assigned the task for FRD 3.1 Identifying Collections  • Assigned the task for 3.0 User Requirement: Publisher  • Brainstorm conceptual ideas about the Database Modeling and queries  • Leave comments for FRD reviewing | Mar 24, 2023  Mid Night  Mar 25, 2023  8:00 PM |

**Assigned Position**

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| Member Name | Member Role | Task |
| Alexander Peltier | Team Leader | • Provide team leadership – Sustain motivation, prioritize the work, guide team members.  • Maintain team communication – Run weekly meetings and communicate management needs and actions.  • Customer connection – Build connection with the customer, or in your case, research the company to find the goals, objectives, user categories, and policies.  • Report to management – Inform management about team progress and issues and get help when needed. |
| Aaron Galicia | Requirement Manager | • Lead requirement – Lead team in developing the software requirements.  • Revise – Revise requirements document to ensure correctness and consistency.  • Assist in all developmental steps – Help the team meet all developmental steps and support needs. |
| Kyungchan Im (Chris) | Development Manager | • Customer manager – Focal point for requirements and project-related issues.  • Design manager – Establish design standards and guides the design work.  • Implementation manager – Define the implementation standards and handle implementation issues. |

**Quality/Process manager Position (Everyone)**:

• Monitor process – Guide the process definition work, monitor process data, review process and product quality, and monitor team inspections.

• Test manager – Ensure that test issues are properly considered and handle test planning and coordination.

Comments:

This week is about designing the project ideas and assigning individual roles. Based on the roles and tasks assigned, the team made significant progress on the project this week. Alexander Peltier, as the Team Leader, effectively managed the team's schedules and ensured that each member was aware of their assigned tasks. Aaron Galicia, the Requirement Manager, focused on the 3.0 User Requirement task assigned to him, while also contributing to brainstorming sessions about Database Modeling. Every individual member should have one assigned user, so however, Aaron is in the charge of completing the User Requirement section. Kyugnchan Im (Chris), the Development Manager, made progress on the FRD 3.1 Identifying Collections task assigned to him and also participated in the brainstorming sessions. The team successfully held their weekly meeting, where each member provided updates on their progress, discussed any issues that arose, and identified action items for the next week. Overall, the team made productive task performance, and each member contributed to the project's advancement.