**Weekly Report**

Team Name: LAKE Week Number: Week 3 Date: Jan 22, 2023

**Upcoming week**

|  |  |  |  |
| --- | --- | --- | --- |
| Member Name | Member Role | Weekly Task | Due date and time |
| Kyungchan Im (Chris) | Team Leader | • Assign each member’s role and position for the project.  • Brainstorm conceptual ideas about the project topic  • Manages individual members schedule and set an appointment for weekly meeting. | Jan 21, 2023 |
| Aaron Galicia | Requirement Manager | • Assign the member role and position for semester project.  • Brainstorm conceptual ideas about the project topic | Jan 21, 2023 |
| Levi Guerengomba | Development Manager | • Assign the member role and position for semester project.  • Brainstorm conceptual ideas about the project topic | Jan 21, 2023 |

**Assigned Position**

|  |  |  |
| --- | --- | --- |
| Member Name | Member Role | Task |
| Kyungchan Im (Chris) | 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. |
| Levi Guerengomba | 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, our team focused on assigning roles and positions to each member for the upcoming project, as well as brainstorming conceptual ideas related to the project topic. Additionally, I managed individual team members' schedules and set up a weekly meeting to ensure progress and collaboration. This included assigning member roles and positions for the semester-long project, as well as continuing to generate conceptual ideas related to the project topic. Overall, this week was dedicated to ensuring proper organization and direction for the successful execution of the project.