**CSCI 426 Progress Report #: 1**

**Group Name: Applied Language Team**

# Dates that this progress report covers:

20AUG2020-17SEP2020

# What did the team accomplish during this time period? (be specific)

The team developed a Team Charter. The Team Charter set guidelines for the team, including goals, member descriptions, ethics to follow, and a general schedule for meetings. The Team Charter also gave the team an agreed-upon set of rules to follow and a plan to resolve conflicts between members.

The team arranged and executed a meeting with the client. A room was reserved at the University Center as a meeting space to accommodate social distancing measures. With the meeting being in person, it allowed the client to familiarize themselves with the team and vice versa. The team also discussed the general background and purpose of the project with the client. In the meeting, there was also a discussion about how users are intended to use the product and other concerns the client had. Overall the first meeting went well, and the team gathered valuable information from the client.

The team developed a Project Charter. The Project Charter detailed the background of the project and client, the problem the client was facing, how the project would solve the problem, the overall project's impact, identified stakeholders, defined the scope of the project, a tentative schedule, and the resources, assumptions, and risks related to the project.

The team updated and expanded its schedule in TeamGantt for better tracking of tasks that need to be done and their due dates. Additionally, the team has been accurate in reporting progress hours for the relevant tasks. The schedule in TeamGantt may vary depending on how requirements change when they are re-evaluated in the future.

Each team member completed peer evaluations of the other members' performances relating to the project.

# What did the team plan to accomplish but fail to, and why?

We would have preferred being able to go over the existing website with the client during the first client meeting. However, the team only received access to the existing code base immediately before the meeting. Despite this, the team has worked efficiently to accomplish all tasks set forth so far.

# What particular challenges did the team face?

Getting all team members' signatures when class moved from face-to-face to remote required the team to adapt to a new solution that would get everyone's signatures on the team and project charters before submission. This resulted in the team having to upload signatures individually with the documents' physical signing occurring later.

Gaining access to the existing server has also been an ongoing challenge as we must work in conjunction with individuals from the school’s IT department, which is currently hosting the service. As of this moment, three of four team members have successfully gained access to the web server.

# What accomplishments is the team most proud of?

All weekly tasks were completed in advance of deadlines, and our meeting with the client was conducted smoothly and without any major issues. We are incredibly proud that every team member has been consistent and reliable in showing up to meetings and not being afraid to stay later than usual class times to continue working on our documentation. We look forward to continuing to work efficiently as a team and with our client.

# What will the team accomplish during the next reporting period?

During the next reporting period, we will gain access to the website's code and interview users on the existing version of the website. This will enable us to create our functional and non-functional requirements, and perhaps start mock-ups of a low-medium fidelity prototype for the next-generation version of the ALR website.

# Any other concerns the team would like to mention?

There are concerns about how the code foundations look for the existing version of the ALR site. If it's messy or poorly structured, we may have to spend time cleaning it up before we can begin adding changes. There is also some concern regarding initial design choices in terms of technology and whether they are the best approaches to meeting the project's functional and non-functional requirements.

We are also concerned with conducting interviews of prospective users for the requirements specification. Due to us coming into an already established project, we have a good understanding of what users should expect with this tool and are unsure about what exactly we would be asking users that we don’t already know.