Evan Reinheimer

Andrew Evans

Jenna Guffy

“The Regulars”

**Team Status Report: Week of September 16th**

**1. Team Formation:**

* **Team Contract:**
  + Using the provided template, Evan created the team contract after discussion with the team on specifics.
  + All team members signed the contract, and it was submitted in D2L and uploaded to the GitHub Project Documentation folder.
* **Meeting Time:**
  + A weekly check-in meeting on Teams was established for every Thursday.
  + An informal Teams group chat was also established for day-to-day communication. All members agreed to participate in it every 48 hours.

**2. GitHub Project:**

* **GitHub Repository:**
  + Evan created the GitHub Repository and a basic index.html with accompanying css and js files.
* **Branch Progress:**
  + Evan created a fix-index branch with multiple commits and a merge.
  + Jenna created a formPage branch that contained a new page along with multiple commits and a merge. She also updated and improved the javascript.
  + Andrew created a new branch and page for the login feature using multiple commits and a merge. He added a 2nd navigation branch and improved the cohesiveness of the site.
  + The Repo was submitted to D2L and an invite was sent to Dr. Menon.

**3. Team Project Status:**

* **Project Assigned:**
  + The team was assigned to create a PennWest financial aid veterans’ database. This was the proposal created by Jenna Guffy.
* **Charter:**
  + Evan created the draft of the team charter.
  + All team members signed the charter, and it was submitted in D2L and uploaded to the GitHub Project Documentation folder.
* **Initial Scope Document:**
  + Jenna created the draft of the Project Scope Statement based on her initial proposal.
  + This will be submitted to D2L along with the Team Status Report. It was uploaded to the GitHub Project Documentation folder.
* **User Stories:**
  + The team collaborated to create 3 User Stories.
  + These were added to the forum on D2L, submitted to D2L, and uploaded to the GitHub Project Documentation folder.
* **Team Status Report:**
  + Andrew created the team status report detailing the past week’s activities.
  + This will be submitted to D2L with the Initial Scope Document and uploaded to the GitHub Project Documentation folder.
* **RACI Matrix**
  + Andrew created the initial RACI Matrix for project management.
  + This will be used in conjunction with task assignments in the GitHub Projects feature.
  + It was added to the GitHub Project Documentation Folder.

**4. Issues/Concerns:**

* **Remembering to Pull:**
  + All members are cautioned to not start working on the project without pulling the latest changes from the main branch.

**5. Additional Notes:**

* **Team Member Availability:**
  + **Evan** will be unavailable for two days on October1st and 2nd but will continue to contribute during the rest of the week.

**6. Next Steps:**

* The team will continue refining the documentation (scope and charter) as well as finalize peer evaluations.
* Jenna will continue contact with Lynne Berder of PennWest’s Financial Aid department to set up a meeting.
* Andrew will create the initial rough drafts of the Context Diagram and Topology Diagrams, which will be further revised by the team when more information becomes available.