

Team Name: WuShockGo

Date of Submission: 09/26/2021

Meeting Date & Time: 09/24/2021 @ 5:30PM

Meeting Location: DISCORD

Meeting Duration: 180 minutes

Team Members	X = Present	Notes
Dan Khuu	X	On Discord
Karishma Bhakta	X	On Discord
Sriram Srinivasan	X	On Discord
Tan Tran	X	On Discord
Fitri Rozi	X	On Discord

#### Progress:

Team accomplishments for the week: A short narrative, typically 1-2 paragraphs, should include decisions made by the team as a result of the team discussions, and how the team arrived at the decision.

This week we discussed our upcoming midterm presentations and worked on finishing up our Project Planning Paper. We started off by discussing our midterm presentations. Each team member gave their input on how we would present, and at the end we decided it would be helpful to hold a meeting next week to help prep everyone for the presentation. We felt it was important to hold a meeting so we can better understand what was needed of us during the presentation. We moved on to working on the Project Planning Paper.

For the Project Planning Paper we had about 50% left to complete. We decided it would be best for everyone to take sections and work on it and once we are done everyone can look over each section to make sure it is good. Dan helped each member with the section pitching ideas to help better the paper. Karishma worked on the Milestones and the Overall First Semester Schedule. Tan worked on the Acquisition Schedule and the Software Development Model. Sriram worked on the Team Skills Analysis and Legal and Ethical Analysis. Fitri worked on the Data Configuration Management Plan and the Metrics. Finally, the remaining sections were worked on as a group. To wrap it up Fitri discussed with us regarding the invite from a sponsor for Service Learning. We let Fitri know that we are fine with it, and he said he would send an email accepting the invite. We

discussed that everyone would need to complete their Individual Journals as well as look over the Project Planning Paper once more before submitting. Karishma let everyone know that the next meeting would be Friday October 1 @ 5:30PM.

Individual contributions: A brief narrative (1-3 sentences) made by **each team member** summarizing their respective activity for the past week.

Dan Khuu: We planned and worked on the Project Planning Paper. We met on Discord and used Google Drive as a working station to work with each other. Everyone on the team contributed to the Project Planning Paper. I worked on the Metrics and Acquisition Schedule on the Project Planning Paper.

Karishma Bhakta: This week my group and I finished up our Project Planning Paper. I worked on the Milestones as well as the Overall First Semester Schedule. We worked on some sections together, and at the end I made sure the paper was formatted correctly and had no errors.

Tan Tran: This week we went over the group Project Planning providing further thoughts about the projects. We worked together as a team brainstorming our ideas for each of the requirements for the Project Planning Proposal.

Sriram Srinivasan: This week, my team and I worked on the project planning paper. Personally, I helped on the team metric skills, legal and ethical analysis, and software development sections while helping the team to flesh out some ideas on writing down sentences, ensuring that the paper read coherently. I also worked out the skeleton of the paper to streamline the writing process to ensure that the writing itself didn't take too much time and made it easier on everyone, and it made it easier for everyone to focus on the content.

Fitri Rozi: I worked with my team on the project planning paper. There were a bunch of topics there, and the ones that I focused on were data configuration management plan, software development model, and acquisition schedule. Since my team and I received an email from Mr. Andy about creating a mobile app for a sponsor, we discussed the requirements and expectations of the project. After accepting the invitation, I sent an email back to the professor to inform him of our decision.

NOTES:

- 1) A team member present at the meeting but making no contributions risks a ZERO for the weekly minutes.
- 2) A team member missing the meeting without providing data to the team in advance of the team meeting risks a ZERO for the weekly minutes.
- 3) A team member missing more than two weekly team meetings and having no significant contact with the team risks a ZERO for weekly minutes and a ZERO for any assignments completed by the team when absent

Project Tracking (current work): Assignments and activities are to be tracked until completed.

Team Member	Assignment	Due Date	% Complete
Dan Khuu	Project Planning Paper	9/26	100%
	Individual Journal	9/26	100%
Karishma Bhakta	Project Planning Paper	9/26	100%
	Individual Journal	9/26	100%
Tan Tran	Project Planning Paper	9/26	100%
	Individual Journal	9/26	100%
Sriram Srinivasan	Project Planning Paper	9/26	100%
	Individual Journal	9/26	100%
Fitri Rozi	Project Planning Paper	9/26	100%
	Individual Journal	9/26	100%

Plan (future work):

A brief description of the tasks and activities the team needs to accomplish work over the coming weeks. As team members pick up assignments, move from this table to the tracking table. Consider future work a running task-list with an expected due date for completion.

[illegible]

Issues:

Include a brief description of issues the team has encountered, and potential resolutions for the issues. If the team would like staff to help with the issues, this is the appropriate place to request assistance.

No Issues.

Include the schedule for the next meeting:

Meeting Date & Time: 10/1 @ 5:30PM

Meeting Location: Discord