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| **Project Team Name:** | Team B |
| **Development Week:** | Week 7 |
| **Date:** | Feb 24, 2019 |
| **Team Accomplishments:** | |
| During the week my team and I had to work on the documentation for the project that we pick. The week stated easy, but we had to understand what documentation is really is and how it works with our case. In addition, while we’re working on the documentation, I have found several issues that might break the app. So, I had a change to fix it right away event without letting the team know. | |
| **Action Items:** | |
| First, we had to write the reference document which explain how the app is working with the user and admin behavior. In addition, it really explains how for the customer and printing company it should look like and what action has to be taken in order to get results. Second, procedure manual which explain how each small component is working and again, explain how to get a final result. Finally, tutorials is something that explain the reason why 10% has to be applied to the customer if they checkout the order with “Payment On Delivery.” | |
| **Late Tasks:** | |
| As team leader of this week, I had to wait for other to complete what they had request to do. As my late task, I had to review each section and walk through the problems that other had. In addition, I finished most of the missing part of the project requirements and updated small size images to be more professional to view. | |
| **Team Issues:** | |
| The only team issue I had been Christian, his participation is really low, and time cards doesn’t not match whatever time he spend on the writing documentation. I don’t want to blame him, but his participation for the entire team is not really what team expected from teammate. | |
| **Other:** | |
| None. | |