

# Weekly Memo

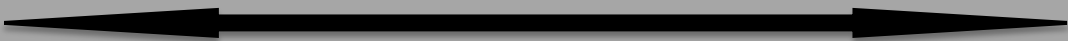
<b>Date</b>	April 3, 2014
<b>Prepared By</b>	Pranav Mehndiratta
<b>Project Manager</b>	Ted Nolan
<b>Team Leader</b>	N/A
<b>Team Members</b>	Aryamman Jain (999554076) Pranav Mehndiratta (999480725) Vaibhav Vijay (1000073029)

## Activities

Task	Assigned To	Due Date	Completed
<i>Design Document</i>			
Revise M3 document	Team	March 30, 2014	✓
Add visualizations	Team	March 30, 2014	✓
Specify use case scenario	Team	March 30, 2014	✓
Modify executive summary	Team	March 31, 2014	✓
New design decisions	Team	March 31, 2014	✓
Finalization of overall document	Team	March 31, 2014	✓
<i>Storage Server</i>			
No discussion of M3 results needed	-	-	-
Discuss M4 specifications	Team	April 3, 2014	✓
Design new protocol for concurrency	Team	April 4, 2014	IPR
Changes to configuration file	Team	April 5, 2014	IPR
Performance evaluation and analysis	Team	April 5, 2014	IPR
Implement threads and concurrency	Team	April 5, 2014	IPR
Data synchronization	Team	April 6, 2014	IPR
Transactions	Team	April 6, 2014	IPR
<i>Final Presentation</i>			
Detailed discussion of entire project	Team	April 8, 2014	IPR
Server performance results	Team	April 8, 2014	IPR
Get suits for presentation	Team	April 9, 2014	✓
Presentation outline	Team	April 10, 2014	IPR
Presentation slides	Team	April 11, 2014	IPR

## ECE297 Weekly Memo Grading Rubric

Team: CD-037 Team Member: Pranav Mehndiratta Date: April 4, 2014

	Exceeds Requirements	Meets Requirements	Below Requirements
			
Table of Activities	<ul style="list-style-type: none"><li>• Excellent evidence of project management skills</li><li>• Comprehensive identification of near-term activities</li><li>• Clear allocation of responsibilities</li><li>• Very clearly written</li></ul>	<ul style="list-style-type: none"><li>• Reasonable evidence of project management skills</li><li>• Adequate identification of near-term activities</li><li>• Reasonably clear allocation of responsibilities</li><li>• Clearly written</li></ul>	<ul style="list-style-type: none"><li>• Little evidence of project management skills</li><li>• Inadequate identification of near-term activities</li><li>• Unclear allocation of responsibilities</li><li>• Unclearly written</li></ul>
Written Discussion	<ul style="list-style-type: none"><li>• Adds relevant detail to activities, challenges, or problems that warrant discussion</li><li>• Very concisely and clearly written</li></ul>	<ul style="list-style-type: none"><li>• Adds sufficient detail to activities, challenges, or problems that warrant discussion</li><li>• Concisely written with reasonable clarity</li></ul>	<ul style="list-style-type: none"><li>• Adds little detail to activities, challenges, or problems that warrant discussion</li><li>• Wordy, sometimes confusing, or high level of error</li></ul>
Format	<ul style="list-style-type: none"><li>• Carefully formatted with clear organization of information</li><li>• Highly effective use of headings and subheadings</li><li>• Very clear connection between Table of Activities and Written Discussion</li></ul>	<ul style="list-style-type: none"><li>• Well formatted with reasonably clear organization of information</li><li>• Satisfactory use of headings and subheadings</li><li>• Clear connection between Table of Activities and Written Discussion</li></ul>	<ul style="list-style-type: none"><li>• Poor formatting with unclear organization of information</li><li>• Poor use of headings and subheadings</li><li>• Confusing connection between Table of Activities and Written Discussion</li></ul>

Further comments: