The **Team Leader** of your group should open this file and update it each week.

The **Team Leader** must ensure this file is updated regularly to review with the **Line Manager** every 2 weeks.

Once updated save the file and upload to your MS Teams chat group using the ‘**Files’** area.

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| **LINE MANAGER:**  **[insert tutors name]** | DR. NaomI Adel | | |
|  |  | | |
| **GROUP NAME:**  **[allocated by Line Manager]** | | A17\_6 | |
|  | | | |
| **TEAM COMPOSITION** | | | |
| **ROLE** | **FULL NAME** | | **STUDENT ID** |
| **Team Leader** | Mohammed Mahin Ibnay Mamun | | 23643001 |
| **Product Owner** | Shoyombo Oreoluwa | | 23680200 |
| **Quality Controller** | Keros Banda | | 23690169 |
| **Team Member** | Naysharn Arrowsmith | | 23677053 |
| **Team Member** | Qamar Iqbal Gutierrez | | 23668160 |
| **Team Member** | Jensen Norris | | 23659056 |
| **Team Member** | Divine Uchegbulam | | 23663543 |

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| **PART 1 - PRODUCT PROGRESS** | | | |
| In this page, you should give the weekly summary of the project’s progress. This should highlight what has been done, and needs to be done, with an indication as to whether the activity is on schedule to deliver the project. | | | |
| **Week Number** | **Tasks Done** | **Tasks Pending** | **Project Schedule (Ahead/ Ontime/ Behind)** |
| **Week 2** | Decide what we are going to create and how we are going to create it. (which applications to use) | none | Done on time |
| **Week 3** | Created a logo.  Set up wix account. | Create wireframes | Setup Done on time, wireframes not all complete |
| **Week 4** | Create wireframe | Gather some information from other websites including statistics. | Wireframe done on time, information should be completed before next lab. |
| **Week 5** | Have homepage and 1 other page completed. | Finish adding content and information onto homepage | Pages created and designed on time. However information not been uploaded |
| **Week 6** | Changed font and background on all pages for user readability.  Updated navigation bar and removed header and footer of pages.  Information added onto mental health page. | Create review page and add customer feedback. | Most tasks were completed on time. |
| **Week 7** | Added final images  Added final hyper links  Added final reviews and text  Make website more readable and fix all buttons so they are all accessible. | none | By the end of week 7 all tasks were complete. |
| **Week 8** | Reviewed entire website and all pages | none | Done on time |
| **Week 9** | Completed any final bugs found | Powerpoint progess | All buttons working and interactive |
| **Week 10** |  |  |  |

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| **PART 2 - TEAM ENGAGEMENT** | |
| In this section, you should report on the weekly team engagement. As this is an open document you should avoid naming specific people, but you should review how the team are engaging with the activity and how you are working with the team to ensure they are motivated and clear about what they are doing.  If there are specific individuals of concern these should be raised with your Line Manager. | |
| **Week Number** | **Team Engagement Review** |
| **Week 2** | All tasks were completed on time, no complaints no problems, everyone managed to complete these assigned tasks on time. |
| **Week 3** | A few more tasks were completed however handing in for wireframes were held back by the majority. Having to chase up on certain individiuals was not needed and this should have not occurred as i very clearly stated in the team meeting i needed this handed in within the next 2 days so i can also check and give feedback before the end of the week. this meant i had to take more time out of my own tasks and catch up. |
| **Week 4** | Again a few tasks were completed, I realised at this point that everyone was completing the tasks i assigned to them, but nobody was taking on the spare task. This gave me an indication that i should just directly split all the tasks and individually assign them to certain individuals. |
| **Week 5** | Again, everyone was focused on completing their own task, we had pages created with no information as no research was being gathered, this was then announced at the next meeting by myself. From this point the team was more engaged and working harder. |
| **Week 6** | This week, all prescribed tasks were completed to a good standard, however attendance was not improving, I found out that some of the individuals were performing better working from home. |
| **Week 7** | Another good week resulted in more tasks being completed by everyone. Progress on the website was moving at a good pace however attendance to labs and meetings remained same. The result for this was simply keeping those who didn’t attend updated via text messages. |
| **Week 8** | Attendance to lab session was very low, work was all completed, no problems with any individuals with their work presented. The lab session had very low attendance from the group, they missed out on example presentation PowerPoint, this resulted in those individuals being clueless with making a start on the PowerPoint |
| **Week 9** | Task for everyone was to complete PowerPoint for the presentation, or at least make progression on a few slides. This task started off terrible, nobody in the group had made a start or had any idea what to do. As team leader I had to put a lot of my own time into make a checklist for the group and giving heading which were written in the assignment brief. From here an urgent team meeting was called out with most of the group present and from here progress went back up to a good standard. |
| **Week 10** |  |

As noted from team meeting summary document, it is very clear which students have worked harder than others with attendance Aswell as progress. There are individuals who have only attended one or two team meetings and others who have attended more if not all. Overall attendance to lab has also been poor. There are individuals who have attended more than others and some who have only attended a few lab sessions. Our sprint documents were all completed in the weekly lab sessions and due to attendance, we were held back a lot on our documentations.

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| **PART 3 -**  **MANAGEMENT ISSUES** | |
| In this section, you should outline any management issues you have or problems you have overcome each week. As this is an open document you should avoid naming specific people. If there are specific individuals of concern these should be raised with your Line Manager. | |
| **Week Number** | **Team Engagement Review** |
| **Week 2** | No management problems everything went well. |
| **Week 3** | No management problems everything went well. |
| **Week 4** | A few tasks were falling behind, some were able to submit their tasks on time whereas others needed a phone call reminder to hand in for reviewing by team leader. |
| **Week 5** | Website was looking very empty with areas which could have done with improvements. Design wise, website had more pages at this moment in time. |
| **Week 6** | Website was more accessible and appealing, however still had a missing page to add. |
| **Week 7** | Many aspects such as images, reviews and text were added to the website. |
| **Week 8** | No areas needed improvemnt at this exact moment, team had taken a look for missing or any errors. |
| **Week 9** | Final bugs have been fixed, powerpoint slides started of very slow but made a very fast leap in progression. |
| **Week 10** |  |

Once completed do not forget to save your work as [**00\_ Team Leader Report Template**]

Upload the completed report to your Microsoft Teams ‘**Files’** area for the MS Teams channel you have been provided with.

As the **Team Leader** you should update this file on a regular basis and ensure it is up to date ahead of your Bi-Weekly meetings with your **Line Manager**.