**Weekly Team Project Status Report**

**Date:** 04/07/19

**Team Name:** Fighting Mongooses

**Members:** Michael Nollette, Tim Thor

**Project Status:**

Include all tasks worked on during the week and include percent complete, accountability and client review.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Name** | **Percent Complete** | **Accountability** | **Issues** |
| Team Charter | 100% | Michael Nollette | None |
| Concept Analysis | 100% | Tim Thor | None |

**Project Projections:**

Include all tasks that are projected to be completed within the following week, who is assigned to complete each task, when the task is projected to be completed, what dependencies are there, and what materials will be needed to complete it.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Name** | **Accountability** | **Due** | **Resources** | **Dependencies** |
| High Level Description | Michael Nollette | 04/12 | ~4 hours | Concept Analysis |
| Weekly Report | Tim Thor | 04/12 | ~4 hours | N/A |

**Problems encountered or potential problems expected:**

Include all problems encountered the prior week, who encountered the problems, what precipitated the problem, what troubleshooting was tried, and what solution was implemented, and what problems are still unsolved.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Problem** | **Accountability** | **Cause** | **Troubleshooting** | **Solution** | **Unresolved** | **Plan** |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A |

**Project Time Sheet:**

**Weekly Team Meeting Minutes**

**Date:** 04/02/19

**Project Name:** Reddit Web Crawler

**Team Name:** Fighting Mongooses

**Attendees:** Michael Nollette, Tim Thor

**Status:** **On Track**

**Agenda:**

Discuss plan for project, confirm plan with instructor, determine week’s workload.

**Discussion items:**

N/A

**Update on items from last meeting:**

N/A

**New items:**

Project confirmed. Team charter, concept analysis, and weekly reports to complete.

**Individual Team Member Weekly Development Journal**

**Individual Name:** Michael Nollette

**Date:** 04/07/19

**Team Name:** Fighting Mongooses

**Tasks Assigned:** List all tasks assigned and the dates the tasks are projected to be completed.

|  |  |
| --- | --- |
| Task Name | Completion Date |
| Team Charter | 04/03/19 |
| High Level Description | 04/12/19 |

**Tasks Underway:** List all current tasks, percent complete, projected completion dates.

|  |  |  |
| --- | --- | --- |
| Task Name | Percent Complete | Completion Date |
| High Level Description | 0% | 04/12/19 |

**Troubleshooting:**

No troubleshooting required as of yet.

**Individual Name:** Timothy Thor

**Date:** 04/07/19

**Team Name:** Fighting Mongooses

**Tasks Assigned:** List all tasks assigned and the dates the tasks are projected to be completed.

|  |  |
| --- | --- |
| Task Name | Completion Date |
| Concept Analysis | 04/07/19 |
| Weekly Report (Week 2) | 04/14/19 |

**Tasks Underway:** List all current tasks, percent complete, projected completion dates.

|  |  |  |
| --- | --- | --- |
| Task Name | Percent Complete | Completion Date |
| Weekly Report (Week 2) | 0% | 04/14/19 |

**Troubleshooting:**

No troubleshooting required as of yet.