**Weekly Team Project Status Report**

**Date:** 04/14/19

**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** |
| High Level Product Description | 100% | Michael Nollette | None |
| Technical Specification Document | 100% | Timothy Thor | None |
| WBS | 100% | Michael Nollette | None |
| GANNT Chart | 0% | Michael Nollette | None |
| Functional Primitive | 50% | Michael Nollette | None |
| Team Charter Revision | 0% | Michael Nollette | Waiting on Instructor’s comments |
| Concept Analysis Revision | 0% | Timothy Thor | Waiting on Instructor’s comments |

**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 Product Description | Michael Nollette | 04/12 | ~4 hours | Concept Analysis |
| Technical Specification Document | Tim Thor | 04/14 | ~4 hours | N/A |
| WBS | Michael Nollette | 04/12 | ~4 hours | N/A |
| Functional Primitive | Michael Nollette | 04/12 | ~4 hours | N/A |
| Team Charter Revision | Michael Nollette | 04/12 | ~4 hours | N/A |
| Concept Analysis Revision | Tim Thor | 04/14 | ~4 hours |  |
| 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:** 04/09/19

**Project Name:** Reddit Web Crawler

**Team Name:** Fighting Mongooses

**Attendees:** Michael Nollette, Tim Thor

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

**Agenda:**

Determine week’s workload.

**Discussion items:**

N/A

**Update on items from last meeting:**

N/A

**New items:**

High Level Description, Technical Specification Document, WBS, Functional Primitive, GANTT Chart, Team Charter Revision, Concept Analysis Revision

**Individual Team Member Weekly Development Journal**

**Individual Name:** Michael Nollette

**Date:** 04/11/19

**Team Name:** Fighting Mongooses

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

|  |  |
| --- | --- |
| Task Name | Completion Date |
| High Level Product Description | 04/12/19 |
| WBS | 04/12/19 |
| Team Charter Revision | 04/12/19 |
| Functional Primitive | 04/12/19 |
| GANTT Chart | 04/19/19 |

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

|  |  |  |
| --- | --- | --- |
| Task Name | Percent Complete | Completion Date |
| High Level Product Description | 100% | 04/12/19 |
| WBS | 100% | 04/12/19 |
| Team Charter Revision | 0% | 04/12/19 |
| Functional Primitive | 50% | 04/12/19 |
| GANNT Chart | 0% | 04/19/19 |

**Troubleshooting:**

No troubleshooting required as of yet.

**Individual Name:** Timothy Thor

**Date:** 04/14/19

**Team Name:** Fighting Mongooses

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

|  |  |
| --- | --- |
| Task Name | Completion Date |
| Technical Specification Document | 04/14/19 |
| Concept Analysis Revision | 04/14/19 |
| Weekly Report (Week 2) | 04/14/19 |

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

|  |  |  |
| --- | --- | --- |
| Task Name | Percent Complete | Completion Date |
| Technical Specification Document | 100% | 04/14/19 |
| Concept Analysis Revision | 0% | 04/14/19 |
| Weekly Report (Week 2) | 100% | 04/14/19 |

**Troubleshooting:**

No troubleshooting required as of yet.