Project Status Report

To: Glenn Gesoff, BP; Ian Alleyne, BP

From: Bert Yan, Penn State University;

David Rohrbaugh, Penn State University;

Marissa Stecko, Penn State University;

Nelloe Anonyuo, Penn State University;

Scott Carroll, Penn State University;
Shuaipeng (Frank) Dong, Penn State University

cc: Al Verbanec, Penn State University

Date: 8/27/2022

Re: Status report, week #1

Quick status

See the details below; they are summarized here.

Number of tasks scheduled this week:	6
Number of tasks completed this week:	6
Hours spent this week:	7.25
Hours spent this semester:	7.25
Project hours spent this semester (remove classwork hours):	5.25
Remaining number of tasks:	N/A
Remaining estimated hours:	N/A
Remaining estimated project hours:	N/A

Narrative

Include a *detailed* narrative description of what happened during the past week.

In the last week, the team was able to hold two in-person meetings on Tuesday and Thursday. On Tuesday, the group primarily focused on drafting the formal email to the project sponsors, Glenn Gesoff, and Ian Alleyne at BP to set up the kick-off meeting on Thursday. We introduced ourselves and completed emergency contact information registration after receiving confirmation from our sponsors on details of the kick-off event. On Thursday, the team attended the kick-off event with our sponsors in the HUB-Robeson Center in-person. Ian and Glenn updated the team on the project background and provided further applicable resources. Following the meeting, the team established contact with the sponsor at BP through Microsoft Teams after troubleshooting several technical difficulties.

Tasks *completed*

List the tasks from the previous week's status report that were *completed,* along with a brief description of any issues or problems that were encountered. Include who did the work and how long it took that person / those people in actual hours spent. (Obviously this is blank the first time.)

Task completed	Code[1]	Who did the work and actual hours spent
Attended first class session, introductions	A	Marissa, Bert, David, Scott, Frank – 2 hours
Contacted project sponsor as group to setup kick-off meeting	I	Marissa - 0.5 hours
Filled in the emergency contact form in case of need of travel	A	All - 0.25 hours
Attended Kickoff meeting with sponsor	I	Marissa, Bert, David, Scott, Frank – 3 hours
Troubleshooted communications with sponsor via BP Microsoft Teams	I	Bert– 1 hour
Submitted follow up memo to Canvas	C	Marissa – 0.5 hours

Tasks *not* completed that were scheduled for completion

List the tasks from the previous week's status report that were *not* completed, along with an explanation of why the task is not completed. (Obviously this is blank the first time.) Include an explanation of why the task was not completed.

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[1] The Code is one of these: (A)dministrative task (e.g., meetings, paperwork for LF), (C)lasswork, (I)nteraction with client, (D)esign work, (P)rogramming, (O)ther

Task	Code	Explanation of why the task was not completed	Who did the work and actual hours spent
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

Total time spent | Show the totals of time by code for the week and for the project so far.

Code	This week	Entire project
Administrative	N/A	N/A
Classwork	N/A	N/A
Interaction with client	N/A	N/A
Design work	N/A	N/A
Programming	N/A	N/A
Other	N/A	N/A
Totals:	N/A	N/A
Estimated time:	N/A	N/A

Code	Time spent this week	Time spent entire project
Bob	N/A	N/A
Carol	N/A	N/A
Hoi	N/A	N/A
Lin	N/A	N/A
Sally	N/A	N/A
Ted	N/A	N/A
Totals:	N/A	N/A

Tasks for next week

List the tasks that will be completed next week. Include a brief explanation of each and who is responsible for doing those tasks. *Include those tasks from the prior week that were not completed.*

Task	Code	Description	Who is assigned + estimated total hours
Research project-relevant info	N/A	Research information about wind turbines and wind fields to lay the groundwork for the software development process	All members, N/A hours
N/A	N/A	N/A	N/A, N/A hours

N/A	N/A	N/A	N/A, N/A hours

Upcoming tasks

This list should be everything that is in your work breakdown structure but that is not scheduled for this week and also not yet completed. Include the code and the expected week of completion. Essentially, this list should get shorter every week as you proceed toward the completion of the project.

Task	Code/ Week	Description	Estimated total hours
N/A	N/A /Wk N/A	N/A	N/A
N/A	N/A /Wk N/A	N/A	N/A
N/A	N/A /Wk N/A	N/A	N/A
Total hours remaining on project	N/A		N/A

Sign off

Each group member must sign off on the status report. Electronic signatures are okay, but they must be approved by the group member (not just automatically included w/o review). Note that if someone submits this report without all group members' actual approval, this is a violation of protocol.

Bert Yan		David Rohrbaugh
Bert Yan	8/27/2022	David Rohrbaugh 8/28/2022

Scott Carroll		Marissa Stecko
Scott Carroll	8/28/2022	Marissa Stecko 8/28/2022

Nelloe Anonyuo
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