**Team D - Sigma - Department course scheduling assistant**

Client: Dr. Michael Oudshoorn

Team members and their key roles and responsibilities:

S.No.     Names                                  Roles

1              Sravya Kandepu   -           a. Primary contact

                                                         b.Communications and documentation management

2              Nitheesha Kotagiri  -         Quality and testing management

3              Nikhil Kumar Vemula     -      Data management

4              Harika Malempati -           Issues management

5              Sanket Selokar -               Requirements management

6              Saikiran Gandam -            Client management

Responsibilities:

**Nitheesha responsibilities:**  I am taking the responsibility to maintaining quality throughout the software developing life cycle to deliver effective output. To achieve the qualitative deliverables testing plays an important role. I will take the responsibilities to test project in each module.

**Sravya responsibilities** –  I am going to act as a primary contact with clients. I will represent the whole team and communicates with client regarding project requirements, progression, changes and completion.

I am also taking the responsibility of communication and documentation management and it includes updating all changes and tracking project progression in different versions.

**Harika responsibilities**: I would be responsible to track all the issues in the project duration which may relate to internal staff or may be technical side and solve them upfront in order make the project go smooth.

**Sanket responsibilities**: I would gather requirements from client and handle the changes in requirements as per the progress of project. My task would be analyzing, tracking and prioritizing the requirements.

**Nikhil responsibilities:**I will take care of the collecting, storing and managing data in database and connecting data with front end system to update data which is entered by client. I would be responsible for managing data for our project. Including database connectivity, database designing, data mining etc.

**Sai Kiran responsibilities:** I take the responsibility of meeting, getting requirements from client and also giving updates to the client.

**Iteration plan for the project:**

My role is to setup client meetings and get the information about requirements from client about project and also giving updates about our project to client. I am completely responsible for Client management.

**Completion of work till this week:**

Approximately Estimated percent completed in this week: 20%, we had a client meeting last week for the requirements related work has been completed till the fifth week. We are going according to the schedule. We are discussing about use cases preparation and UI (User Interface) designing.

**Work done in last week:**

We have been having team meetings thrice a week on Monday, Wednesday and Friday for the weekly status updates and to decide on the schedule for the week and we uploaded documents in GitHub repository and google shared drive. We all team members came together and discussed about requirements and use cases which we gathered in the last week. On Friday class we had a client meeting and we discussed about administration roles and responsibilities and how do they manage class scheduling etc.

**Planned work this week:**

In this week we are going to complete the documentation for mid-term presentation up to 75%. We are making documents like, Standup meeting chart, Team member’s roles, Requirements specification, use cases and its description etc.

Until now, we have not faced some big unresolved challenges that keeps us from making progress.