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

**Client** : Dr. Michael Oudshoorn

**Team members and their key roles and responsibilities :**  
  
1    sravya kandepu       -     a. Primary contact   
                                             b. Communications and documentation management  
2    nitheesha Kotagiri    -     Quality and testing management  
3    nikhil 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 deliverable testing place 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 client. 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.

**Sanketh 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.

We had a client meeting last week on Friday at 10:30 am and we have shown our mock up screens (which were made on our understanding from last week). We had some issues raised during our discussion and we are planning to start addressing those in our next coming 1-2 weeks schedule.  
a. We are thinking to work on swing to add some graphical user interface.  
b. We have to work on mock up screen 2   
We are still working on the issues among the team regarding the project requirement. We are on track and progressing according to the project schedule.  
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a. We are conducting some stand up meetings last week and they were quick for 10 minutes and have decided to be more precise this week to make it more effective..  
b. We need to work on graphical design in our development and learning how It can be done was felt a blocker for our project progression.  
c. Riskiest component under development: Gathering the exact requirements and deciding which can be done practically during the development is the risky part of this project. Identifying the Unexpected risks is one of the major component to be taken care. For example we might face technical issues while coding which may hinder our progress. So need to find alternative ways to code to meet the requirements.  
d. Effort required for client acceptance or GDP completion: Getting the exact information and refining them to requirements and completing 50% of development coding wise would be most critical part for GDP completion.

In this week we are going to come up with some kind of new approach for our project. We are going to build new prototypes.

**Team meeting schedule for this week** – 09-08-2016

**Date                                      time**

09-08-2016                          8:50AM - 11:00 AM

09-09-2016                          10:00AM- 11:00 AM

09-10-2016                          8:50AM - 11:00 AM

09-12-2016                           8:50 AM- 11:00 AM

09-13-2016                           5:00 AM – 7:30 AM

09-14-2016                            8:50 AM-11:00 AM