





Weekly Team Task Report

Report
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Team: Team PiWatcher				Date: 9/18/2020			
Project Title: Automated IoT People Counting Infrastructure							
	Brigham Present On-time		Champ Present On-time		Joshua Present On-time		Seth Present On-time

Recent Meetings:

- 9/9/2020 – Team Meeting from 8:00pm – 10:00pm
- Initial team meeting, introducing everyone, overview of upcoming assignments.
- 9/10/2020 – Team Meeting from 3:30pm – 4:30pm
- Task creating and deadline setting, started assigned tasks.
- 9/12/2020 – Impromptu Team Meeting from 4:00pm – 6:00pm
- Established team standards and team member roles, created tasks and set deadlines.
- 9/15/2020 – Team Meeting from 3:30pm – 4:00pm
- Task creating, deadline setting, and refined questions for client.
- 9/15/2020 – Client Meeting from 4:00pm – 4:30pm
- Initial client meeting, had introduction meeting, ask questions regarding role, current infrastructure, setting weekly schedules, and pictures of things that they have.
- 9/15/2020 – Impromptu Team Meeting from 4:30pm – 6:00pm
- Task followup, created new tasks and set deadlines, worked on mini-intro presentations.
- 9/17/2020 – Team Meeting from 3:30pm – 4:30pm
- Task followup, created new tasks and set deadlines, worked on mini-intro presentations.

TASKS COMPLETED since last meeting:

Task Title: Create Team Logo	Task Initiation: 9/9/2020	Orig. Due Date: 9/11/2020	Status: Completed
Who (%): Brigham (100%)			
Description: To create a team logo that will be used on websites, documents, and for other miscellaneous tasks.			
Expected Outcome: A team logo that is updated onto the Google Drive resource folder			

Task Title: Create draft email for client	Task Initiation: 9/9/2020	Orig. Due Date: 9/11/2020	Status: Completed
Who (%): Brigham (100%)			
Description: To write up a professional draft email that will be sent to the team lead for further review. Once draft email is reviewed it will be sent to the client.			
Expected Outcome: Draft email sent to team lead.			

Task Title: Upload high-quality headshots	Task Initiation: 9/9/2020	Orig. Due Date: 9/11/2020	Status: Completed
Who (%): Brigham (25%), Champ (25%), Joshua (25%), Seth (25%)			
Description: Everyone must upload a 80x80 headshot along with the original image. The image must be placed in the respective folders in the Google Drive.			
Expected Outcome: Photos are uploaded onto Google Drive			

Task Title: Send email to client	Task Initiation: 9/9/2020	Orig. Due Date: 9/11/2020	Status: Completed
Who (%): Champ (100%)			
Description: Peer review Brigham's draft email and send it off to the client.			
Expected Outcome: Email has been sent to the client.			

Task Title: Send email to mentor	Task Initiation: 9/9/2020	Orig. Due Date: 9/11/2020	Status: Completed
Who (%): Champ (100%)			
Description: Create an email to team mentor to introduce the team and establish a weekly meeting time.			
Expected Outcome: Email has been sent to the team mentor and weekly meeting time has been established.			

Task Title: Send email to Faculty lead	Task Initiation: 9/9/2020	Orig. Due Date: 9/11/2020	Status: Completed
Who (%): Champ (100%)			
Description: Create an email sending all the necessary documents to Dr. Doerry. The team logo, team name, team facesheet, name of team lead should be included in the email			
Expected Outcome: Email has been sent to the Dr. Doerry.			

Task Title: Create team website	Task Initiation: 9/9/2020	Orig. Due Date: 9/14/2020	Status: Completed
Who (%): Seth (100%)			
Description: Create initial team website and have it uploaded onto the team website. Team website code must also be uploaded onto GitHub.			
Expected Outcome: Website is uploaded onto team website with link to website sent to team lead.			
Task Title: Team Inventory Document: Page Outline	Task Initiation: 9/9/2020	Orig. Due Date: 9/14/2020	Status: Completed
Who (%): Champ (50%), Joshua (50%)			
Description: Create the outline for the document. The general cover page should also be created for this document.			
Expected Outcome: The outline for the document must be complete and on google drive.			
Task Title: Team Inventory Document: Team Bios	Task Initiation: 9/9/2020	Orig. Due Date: 9/14/2020	Status: Completed
Who (%): Brigham (25%), Champ (25%), Joshua (25%), Seth (25%)			
Description: Each team member must upload their team bios onto the team inventory document.			
Expected Outcome: Each team member has uploaded their team bios onto the team inventory document.			
Task Title: Team Standards Document: Negotiate team standards	Task Initiation: 9/9/2020	Orig. Due Date: 9/12/2020	Status: Completed
Who (%): Brigham (25%), Champ (25%), Joshua (25%), Seth (25%)			
Description: Negotiate team standards with the team to finalize the team standards document. Once negotiation is complete, team standards document should be complete			
Expected Outcome: Team standards document should be complete and sent to Seth for further finalization.			

This week's Tasks: Work plan for coming week

Task Title: Mini Intro: Introduction and Client	Task Initiation: 9/12/2020	Orig. Due Date: 9/20/2020	Status: In progress
Who (%): Champ (100%)			
Description: Create script and slides for introducing the topic and introducing the client. A video and audio recording of Champ presenting that information be sent to Brigham			
Expected Outcome: Script and slides are created and recording is sent to Brigham			
Task Title: Mini Intro: Current Process and What's Wrong?	Task Initiation: 9/12/2020	Orig. Due Date: 9/20/2020	Status: In Progress
Who (%): Josh (100%)			
Description: Create current process and what's wrong slides for the project. A video and audio recording of Josh presenting that information should be sent to Brigham			
Expected Outcome: Script and slides are created and recording is sent to Brigham			
Task Title: Mini Intro: Problem Solution and plan for development	Task Initiation: 9/12/2020	Orig. Due Date: 9/20/2020	Status: In Progress
Who (%): Seth (100%)			
Description: Create problem solutions and plan for development for the project. A video and audio recording of Josh presenting that information should be sent to Brigham			
Expected Outcome: Script and slides are created and recording is sent to Brigham			
Task Title: Mini Intro: Conclusion and Editing Video	Task Initiation: 9/12/2020	Orig. Due Date: 9/22/2020	Status: In Progress
Who (%): Brigham (100%)			
Description: Conclusion slide and script is created and the video should be edited and ready to go			
Expected Outcome: Slide and script is created along with the rough draft video ready for review.			

Upcoming Tasks: Planning

Task Title: Fully initialize team website	Who (%): Brigham (50%) and Seth (50%)	Rough Due Date: 9/29/2020
Description: Website design is implemented, on GitHub, and in production.		

Task Title: Tech Feasibility: Rough Draft	Who (%): Brigham (20%), Champ (30%), Josh (30%), Seth (20%)	Rough Due Date: 10/3/2020
Description: Tech Feasibility rough draft is completed and on the google drive ready for team review.		

Task Title: Tech Feasibility: Final Draft	Who (%): Brigham (25%), Champ (25%), Josh (25%), Seth (25%)	Rough Due Date: 10/17/2020
Description: Tech Feasibility rough draft is completed and on the google drive ready for team review.		

Other Problems / Other Issues:

- No problems and no issues