





# Weekly Team Task Report

Report  
#6

<b>Team:</b> Team PiWatcher				<b>Date:</b> 10/23/2020			
<b>Project Title:</b> Automated IoT People Counting Infrastructure							
	<b>Brigham</b>  Present  On-time		<b>Champ</b>  Present  On-time		<b>Joshua</b>  Present  On-time		<b>Seth</b>  Present  On-time

## Recent Meetings:

- 10/19/2020 – Team Meeting from 3:30pm – 4:00pm  
- Task followup and went over questions to ask the client
- 10/19/2020 – Client Meeting from 4:00pm – 4:30pm  
- Refined gathered requirements with the client
- 10/19/2020 – Team Meeting from 4:30pm – 5:00pm  
- Went over Tech Feasibility document and created new tasks and set deadlines
- 10/22/2020 – Team Meeting from 3:30pm – 4:00pm  
- Task followup, created new tasks and set deadlines

## TASKS COMPLETED since last meeting:

<b>Task Title:</b> Tech-Feasibility: Revise intro and front-end	<b>Task Initiation:</b> 10/13/2020	<b>Orig. Due Date:</b> 10/23/2020	<b>Status:</b> Complete (100%)
<b>Who (%):</b> Brigs (100%)			
<b>Description:</b> Revise and apply team mentor's recommended changes. Add sources to the document also			
<b>Expected Outcome:</b> Document is revised and is ready for review			

<b>Task Title:</b> Tech-Feasibility: Revise back-end frameworks	<b>Task Initiation:</b> 10/15/2020	<b>Orig. Due Date:</b> 10/21/2020	<b>Status:</b> Complete (100%)
<b>Who (%):</b> Champ (100%)			
<b>Description:</b> Apply team mentor changes and change chosen technology from Django to Flask.			
<b>Expected Outcome:</b> Changes are applied and back-end frameworks are revised			

<b>Task Title:</b> Tech-Feasibility: Finalize Final Draft	<b>Task Initiation:</b> 10/13/2020	<b>Orig. Due Date:</b> 10/22/2020	<b>Status:</b> Complete (100%)
<b>Who (%):</b> Josh (50%), Seth (50%)			
<b>Description:</b> Tech Feasibility is finalized. Grammar, spelling, formatting, and consistency in language is all checked			
<b>Expected Outcome:</b> Document is finalized and uploaded on to Google drive			

<b>Task Title:</b> Req-Specs: Outline Document Layout	<b>Task Initiation:</b> 10/15/2020	<b>Orig. Due Date:</b> 10/20/2020	<b>Status:</b> Complete (100%) – Late (2 days)
<b>Who (%):</b> Brigs (100%)			
<b>Description:</b> Create a document outline with stubs for text			
<b>Expected Outcome:</b> Document is created and uploaded on to Google drive with the outline in place			

<b>Task Title:</b> Mini-Team-Update: Create script for team update	<b>Task Initiation:</b> 10/20/2020	<b>Orig. Due Date:</b> 10/22/2020	<b>Status:</b> Complete (100%)
<b>Who (%):</b> Champ (100%)			
<b>Description:</b> Create a 2-3 minute long script to present to class that highlights the client, problem, and project goal. Script also describes what our team has been working on and what are current challenges are.			
<b>Expected Outcome:</b> Document is created and uploaded on to Google drive.			

<b>Task Title:</b> Team-Website: Fix PDF viewer for mobile	<b>Task Initiation:</b> 10/15/2020	<b>Orig. Due Date:</b> 10/22/2020	<b>Status:</b> Complete (100%)
<b>Who (%):</b> Seth (100%)			
<b>Description:</b> Figure out and fix issue with the PDF viewer			
<b>Expected Outcome:</b> Issue is fixed and change is added onto the team website			

<b>Task Title:</b> Determine tasks for initializing technical prototype	<b>Task Initiation:</b> 10/20/2020	<b>Orig. Due Date:</b> 10/22/2020	<b>Status:</b> Complete (100%)
<b>Who (%):</b> Brigs (25%), Champ (25%), Joshua (25%), Seth (25%)			
<b>Description:</b> Tasks for initializing technical prototypes are determined			
<b>Expected Outcome:</b> Tasks are created and groomed in team kanban board			

<b>Task Title:</b> Client-Meeting: Revise known requirements	<b>Task Initiation:</b> 10/15/2020	<b>Orig. Due Date:</b> 10/19/2020	<b>Status:</b> Complete (100%)
<b>Who (%):</b> Briggs (75%), Champ (25%)			
<b>Description:</b> Create a spreadsheet that outlines the gathered requirements from the Clients. Spreadsheet should be done and ready to show to client in meeting.			
<b>Expected Outcome:</b> Spreadsheet is created with updated comments			

## This week's Tasks: Work plan for coming week

<b>Task Title:</b> Req-Specs: Cover Page	<b>Task Initiation:</b> 10/15/2020	<b>Orig. Due Date:</b> 10/20/2020	<b>Status:</b> In Progress (66%) – Late (3 days)
<b>Who (%):</b> Brigs (100%)			
<b>Description:</b> Cover page is created that includes acceptance statement and a place for signature for both the team lead and the client			
<b>Expected Outcome:</b> Cover page is created and uploaded on to Google drive, ready for review			

<b>Task Title:</b> DR-Draft: Introduction	<b>Task Initiation:</b> 10/15/2020	<b>Orig. Due Date:</b> 10/27/2020	<b>Status:</b> In Progress (25%)
<b>Who (%):</b> Champ (100%)			
<b>Description:</b> Create slide for introducing team members, roles, team name, client, and faculty mentor. Create a recorded video			
<b>Expected Outcome:</b> Slide is created and added onto the DR presentation. The video has been recorded			

<b>Task Title:</b> DR-Draft: Problem Statement	<b>Task Initiation:</b> 10/15/2020	<b>Orig. Due Date:</b> 10/27/2020	<b>Status:</b> In Progress (0%)
<b>Who (%):</b> Brigs (100%)			
<b>Description:</b> Create slide for introducing business area and how it works, providing information about the project sponsor and organization along with how they contribute to the overall business area. Explain current problem and current solution.			
<b>Expected Outcome:</b> Slide is created and added onto the DR presentation. The video has been recorded			

<b>Task Title:</b> DR-Draft: Solution Overview	<b>Task Initiation:</b> 10/15/2020	<b>Orig. Due Date:</b> 10/27/2020	<b>Status:</b> In Progress (13%)
<b>Who (%):</b> Seth (100%)			
<b>Description:</b> Create slide for solution overview that shows broad statement of overall solution including graphics that describes clients business and elements our team is trying to fix. Create a recorded video.			
<b>Expected Outcome:</b> Slide is created and added onto the DR presentation. The video has been recorded			

<b>Task Title:</b> DR-Draft: Key Requirements - Introduction	<b>Task Initiation:</b> 10/15/2020	<b>Orig. Due Date:</b> 10/27/2020	<b>Status:</b> In Progress (50%)
<b>Who (%):</b> Josh (100%)			
<b>Description:</b> Create slides for the introduction to the key requirements. Explain how we gathered our requirements and present key requirements that our solution must meet from the domain perspective. Create a recorded video.			
<b>Expected Outcome:</b> Slide is created and added onto the DR presentation. The video has been recorded			

<b>Task Title:</b> DR-Draft: Key Requirements – Overview of Requirements	<b>Task Initiation:</b> 10/15/2020	<b>Orig. Due Date:</b> 10/27/2020	<b>Status:</b> In Progress (14%)
<b>Who (%):</b> Seth (100%)			
<b>Description:</b> Create slide that overviews the functional, non-functional, and environmental requirements. Discuss the functional requirements along with a wrap up. Create a recorded video			
<b>Expected Outcome:</b> Slide is created and added onto the DR presentation. The video has been recorded			

<b>Task Title:</b> DR-Draft: Risks and Feasibility	<b>Task Initiation:</b> 10/15/2020	<b>Orig. Due Date:</b> 10/27/2020	<b>Status:</b> In Progress (14%)
<b>Who (%):</b> Josh (100%)			
<b>Description:</b> Create slides for risks and feasibility to overviews the risk we perceive for the project. Along with that analyze the severity and likelihood of risks. Send recorded video to editor			
<b>Expected Outcome:</b> Slide is created and added onto the DR presentation. The video has been recorded			

<b>Task Title:</b> DR-Draft: Schedule and Conclusion	<b>Task Initiation:</b> 10/15/2020	<b>Orig. Due Date:</b> 10/27/2020	<b>Status:</b> In Progress (17%)
<b>Who (%):</b> Champ (100%)			
<b>Description:</b> Create slides for schedule and conclusion that features a Gantt chart of our current projected schedule for the rest of the year. Discuss project plan, main functional milestones, along with restating the importance of the domain and the clients business. Send recorded video to editor			
<b>Expected Outcome:</b> Slide is created and added onto the DR presentation. The video has been recorded			

<b>Task Title:</b> DR-Draft: Send Videos	<b>Task Initiation:</b> 10/15/2020	<b>Orig. Due Date:</b> 10/27/2020	<b>Status:</b> In Progress (0%)
<b>Who (%):</b> Champ, Josh, Seth (100%)			
<b>Description:</b> Send recorded portions of the presentation to editor.			
<b>Expected Outcome:</b> Recorded videos have been sent to editor.			

<b>Task Title:</b> DR-Draft: Edit videos and upload	<b>Task Initiation:</b> 10/15/2020	<b>Orig. Due Date:</b> 10/27/2020	<b>Status:</b> In Progress (0%)
<b>Who (%):</b> Brigs (100%)			
<b>Description:</b> Edit the recorded videos and upload them onto youtube.			
<b>Expected Outcome:</b> Video is edited and is uploaded on youtube.			

<b>Task Title:</b> Determine what the end goal of our tech demo prototypes should become	<b>Task Initiation:</b> 10/22/2020	<b>Orig. Due Date:</b> 10/27/2020	<b>Status:</b> In Progress (0%)
<b>Who (%):</b> Brigs (25%), Champ (25%), Josh (25%), Seth (25%)			
<b>Description:</b> End goal for the prototypes is determined and if tasks need to be created, they are created and added onto the backlog ready for grooming.			
<b>Expected Outcome:</b> End goal is determined and the needed tasks are created.			

## Upcoming Tasks: Planning

<b>Task Title:</b> PCI Prototype Demo	<b>Who (%):</b> Brigham (25%), Champ (25%), Josh (25%), Seth (25%)	<b>Rough Due Date:</b> 11/27/2020
<b>Description:</b> Start creating and designing the prototype for the demo to test feasibility and show proof of concept.		

## Other Problems / Other Issues:

- No problems or issues so far.