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|  | **Weekly Team Task Report** | **Report #1** |

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| Team: Team PiWatcher | | | | | | **Date:** 9/18/2020 | | |
| **Project Title:** Automated IoT People Counting Infrastructure | | | | | | | | |
| **A person wearing glasses and smiling at the camera  Description automatically generated** | **Brigham**  Present  On-time | **A close up of a person  Description automatically generated** | **Champ**  Present  On-time | **A person wearing a suit and tie  Description automatically generated** | **Joshua**  Present  On-time | | A person smiling for the camera  Description automatically generated | **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:

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| **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 miscelleanous tasks. | | | |
| **Expected Outcome:** A team logo that is updated onto the Google Drive resource folder | | | |

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| **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. | | | |

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| **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 | | | |

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| **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. | | | |

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| **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. | | | |

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| **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. | | | |

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| **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. | | | |

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| **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. | | | |

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| **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. | | | |

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| **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 finanlize 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 finanlization. | | | |

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

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| **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 | | | |

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| **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 | | | |

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| **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 | | | |

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| **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

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| **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. | | |

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| **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. | | |

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| **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