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|  | **Weekly Team Task Report** | **Report #2** |

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| Team: Team PiWatcher | | | | | | **Date:** 9/25/2020 | | |
| **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:

* 9/22/2020 – Team Meeting from 3:30pm - 4:00pm  
  - Task followup and question refinements for client meeting
* 9/22/2020 – Client Meeting from 4:00pm - 5:00pm  
  - Discussed projects, gathered functional/non-functional requirements
* 9/24/2020 – Team Meeting from 3:30pm - 4:00pm  
  - Task followup, created new tasks and set deadlines

### TASKS COMPLETED since last meeting:

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| **Task Title:**  Mini Intro: Introduction and Client | **Task Initiation:**  9/12/2020 | **Orig. Due Date:**  9/20/2020 | **Status:**  Complete |
| **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:**  Complete |
| **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:**  Complete |
| **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:**  Complete |
| **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. | | | |

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| **Task Title:**  Team-Website: Determine front-end libraries | **Task Initiation:**  9/17/2020 | **Orig. Due Date:**  9/28/2020 | **Status:**  Complete |
| **Who (%):** Seth (100%) | | | |
| **Description:** Research best front-end libraries that is easy-to-use and resources can be uploded directly. | | | |
| **Expected Outcome:** Strap the team website the determined library and code is pushed to GitHub. | | | |

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

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| **Task Title:**  Team-Website: Implement Project Details (Part 1) | **Task Initiation:**  9/17/2020 | **Orig. Due Date:**  9/28/2020 | **Status:**  In progress |
| **Who (%):** Brigham (100%) | | | |
| **Description:** Create project team tab/page, project description, high level requirements | | | |
| **Expected Outcome:** Website is updated, pushed on GitHub, and into production | | | |

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| **Task Title:**  Team-Website: Implement Project Details (Part 2) | **Task Initiation:**  9/17/2020 | **Orig. Due Date:**  9/28/2020 | **Status:**  In progress |
| **Who (%):** Seth (100%) | | | |
| **Description:** Create envisioned solution, technologies, schedule, resources, budget, codebase, link to demo | | | |
| **Expected Outcome:** Website is updated, pushed on GitHub, and into production | | | |

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| **Task Title:**  Team-Website: Check Website Quality Standards | **Task Initiation:**  9/17/2020 | **Orig. Due Date:**  9/28/2020 | **Status:**  In progress |
| **Who (%):** Josh (50%), Seth (50%) | | | |
| **Description:** Check if we have a clean multi-page website. Color scheme, font-size, font-style is appropriate. Check for grammar, mobile compability, and information is important | | | |
| **Expected Outcome:** Pull request with needed changes is accepted and pushed onto production. | | | |

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| **Task Title:**  Team-Website: Implement Project Intro | **Task Initiation:**  9/17/2020 | **Orig. Due Date:**  9/28/2020 | **Status:**  In progress |
| **Who (%):** Brigham (100%) | | | |
| **Description:** Create project intro page with project name, graphics, team information, project sponsor information, and technical advisor information. | | | |
| **Expected Outcome:** Website is updated, pushed on GitHub, and into production. | | | |

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| **Task Title:**  Team-Website: Come up with UI design | **Task Initiation:**  9/17/2020 | **Orig. Due Date:**  9/28/2020 | **Status:**  In progress |
| **Who (%):** Brigham (50%), Seth (50%) | | | |
| **Description:** Create wireframe diagram of the team-website | | | |
| **Expected Outcome:** Wireframe draft is uploaded onto the Google Drive ready for review | | | |

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| **Task Title:**  Client-Task: Wireframe Design for back end of web application | **Task Initiation:**  9/17/2020 | **Orig. Due Date:**  9/28/2020 | **Status:**  In progress |
| **Who (%):** Champ (100%) | | | |
| **Description:** Draft potential wireframe design of the back end of web application | | | |
| **Expected Outcome:** Wireframe design is uploaded on google drive, ready for review. | | | |

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| **Task Title:**  Client-Task: Wireframe Design for back end of Raspberry Pi | **Task Initiation:**  9/17/2020 | **Orig. Due Date:**  9/28/2020 | **Status:**  In progress |
| **Who (%):** Josh (100%) | | | |
| **Description:** Draft of wireframe design for the back end of raspberry pi. | | | |
| **Expected Outcome:** Wireframe design is uploaded onto google drive ready for review | | | |

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| **Task Title:**  Client-Task: Wireframe design for front end of web application | **Task Initiation:**  9/17/2020 | **Orig. Due Date:**  9/28/2020 | **Status:**  In progress |
| **Who (%):** Brigham (50%), Seth (50%) | | | |
| **Description:** Wireframe design for the front end of the web application | | | |
| **Expected Outcome:** Wireframe design is uploaded onto google drive ready for review. | | | |

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| **Task Title:**  Tech-Feasibility: Research and determine tech scope | **Task Initiation:**  9/17/2020 | **Orig. Due Date:**  9/28/2020 | **Status:**  In progress |
| **Who (%):** Brigham (25%), Champ (25%), Josh (25%), Seth (25%) | | | |
| **Description:** Determine and research different technologies and tech scopes that needs to be considered (programming languages, database technologies, networking, libraries, API designs, etc.) | | | |
| **Expected Outcome:** Each team member has a choice for each technological scope ready for discussion next team meeting. | | | |

### Upcoming Tasks: Planning

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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:

* Asking more effective questions for client that does not result in overly technical answer.