**Project Status Report III**

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| Date of Report Issue/Prepared: Thursday, March 7, 2019 |

Report Prepared By: Anthony Caldwell, Ryan Haberle, Tiago Sa, Qian Wang, Youquan Liu

Employer/Organization: T05 – Culture Exchange

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| Project Name:  Project Team:  Period Reporting:  Overall Project Health | Culture Exchange | |
| Anthony Caldwell, Ryan Haberle, Tiago Sa, Qian Wang, Youquan Liu | |
| **Start Date: Feb 02, 2019** | **End Date: Mar 08, 2019** |
| Green (Good) - Yellow (Warning) - Red (Bad) | |

Summary

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| **Project Status Summary** |
| The team has been making good progress with the Culture Exchange website.  User creation is successfully being inputted into database. Sessions are set up on most pages. All that is left is database implementation into Forum & Event pages, and minor editing on the website as a whole, and then we can proceed to deploying our project. |

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| **Accomplishments As Planned** | **Planned but not Accomplished** |
| Sessions set up to improve user experience | Forum & Event page functionality |
| Database re-evaluation |  |
| Forum & Event page creation |  |

Upcoming Objectives for Mar 9, 2019 to March 31, 2019

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| --- | --- | --- | --- | --- |
|  | | **Planned Activities/Tasks for Next Period** | |  |
| Activity/Task | Assigned To | | Duration | Date |
| Complete database implementation in forums and events pages | Anthony & Ryan | | 2 weeks | March 14 |
| Complete user sessions on all pages | Tiago | | 1 week | March 15 |
| Finish editing and minor details on all pages | Youquan & Qian | | 1 week | March 14 |

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|  | **Milestones for Next Period** | | |
| Milestone (Objective) | | Assigned To | Delivery Date |
| Completion of database implementation on every page | | Anthony & Ryan | March 14 |
| Completion of content and sessions on every page and minor final edits | | Youquan & Qian & Tiago | March 16 |
| Deploy code to server | | Ryan & Tiago | March 25 |

Managing Issues and Risk

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| **Issues/Problems** | **Resolution Strategy** | **Due Date** |
| Code not being completed on time and not conforming to standards | Work on our coding/comment standards and keep attending weekly meetings to make sure progress is being made | Every Thursday |
| Group member’s not attending meetings | Making some adjustments to schedules / meetings to make sure everyone can attend or at least most members can attend | Every Thursday |
| Other priorities interfering with project deadlines | Adjusting deadline to accommodate other priorities | Every Thursday |
| As project progress, it takes more time to complete | Team members report progress often. The one who has finished his part should give a hand to others | Every Thursday |

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| **Upcoming Risks** | **Risk Ranking**  **(Hi, Med, Low)** | **Risk Impact**  **(Hi, Med, Low)** | **Mitigation Strategy** |
| Lab times not coherent with our schedules. | Med | Med | Each member brings a laptop with all required software during meeting times and if meetings cannot be attended, members will work from home. |
| Group member/s lack knowledge of certain required topics | Low | Med | Finding resources in advance, posting to group chat. |
| Potential GitHub Crashes, Downtime | Low | High | Find other sources to host / share projects on. |

**NOTE: Attach additional sheets if insufficient space available**

**Responsibility Assignment Matrix (RAM), alongwith the % of work/tasks done by each member.**

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| --- | --- |
| Youquan Liu | 20% |
| Tiago Sa | 20% |
| Qian Wang | 20% |
| Ryan Caldwell | 20% |
| Anthony Caldwell | 20% |

**Attach "Minutes of Meeting" for every meeting held for this period.**

**Submission Guidelines:**

Please submit as “T<team number>\_ProjectStatusReport3”.

For e.g. T29\_ProjectStatusReport3

This is a group submission i.e. one per group.

**Due Dates:**

**Sunday, March 10, 2019 (11:59 p.m.)**