Weekly Report for Week Ending 1/29

Adventium

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# Status Summary

* Initial contact made with sponsors.
* Became familiar with the GUMBO project and our portion of the project.
* Environments set up and ready for OSATE development.

## Top Highlights

* Meeting schedules were established with sponsors.
* Initial project questionnaire deliverable was submitted.
* OSATE environments have been set up on all team members’ computers.
* Example plug-ins have been installed.
* Github repository made.

## Top Lowlights

* Some members had difficulty with setting up the environment based on documentation.

# Activities, Accomplishments, and Project Effort

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| --- | --- | --- | --- | --- |
| **Member** | **Activity** | **Description** | **Status** | **Effort** |
| Team | Environment set up | OSATE plug-in development set up on team members’ computers | Complete | 1 hr |
| Team | Examples installed | OSATE plug-in base examples were installed | Complete | 1 hr |
| Team | Initial sponsor meeting | Presentation of accurate project summary and questions from initial questionnaire answered | Complete | .75 hr |
| Team | Environment installation meeting | Adventium GUMBO team members assisted with installation of OSATE environment | Complete | .75 hr |
| Riley | Github repo | Repository for our project was established with submitted documents and project source code | In-progress |  |

**Tasks for Next Week**

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| --- | --- | --- |
| **Member** | **Task** | **Description** |
| Team | Weekly team meeting | Every week, we will be meeting to discuss the tasks different members are working on for the project |
| Team | Weekly sponsor team meeting | At least every other week, we will be meeting with our sponsors to discuss progress, clarify discrepancies, and solve collective issues |
| Team | Project specification | Early next week, project specification sections 1-3 are due for both the class and the sponsor |
| Team | Project breakdown | As we get a better idea of the project, we will figure out how to break up the project into tasks for each team member |
| Team | Become familiar with AADL, AGREE, & OSATE | With the resources given to us by our sponsor, become familiar with AADL models, AGREE, and the OSATE environment. |

List any assigned tasks for each team member for the next week. Every team member should have at least one individual assigned task, but you may also list items that are collectively assigned to the entire group (such as team meetings).   
For the next weekly report, you can copy these items into the activities, accomplishments, and project effort table above and add status updates and information for expended effort.

## Risks

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **Status** | **Risk** | **Owner** | **Probability/ Priority** | **Impact** | **Trigger** | **Recommendation / Resolution** |
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**Issues**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **RID#** | **Status** | **Issue** | **Owner** | **Due Date** | **Impact** | **Recommendation / Resolution** |
| 1 | 1 | In-Progress | Not knowing how to use OSATE environment | Team | N/A | Since we are not familiar with the OSATE environment, it will be challenging to get started on the project. | With the resources given to us by Adventium, we will take the necessary time to learn how to use OSATE and all the necessary tools that go with it in order to confidently start our project. |
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Risks and Issues tables should be maintained across multiple documents.

Do not remove issues or risks from the tables once added, but make modifications to the status as necessary.

Use ~~strikethrough text~~ to indicate previous status that is no longer applicable for a given risk.

**Project Success Tracking**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Success Indicator** | 1/26 | 2/02 | 2/09 | 2/16 | 2/23 | 3/02 | 3/09 | 3/16 | 3/23 | 3/30 | 4/06 | 4/13 | 4/20 | 4/27 | 5/04 | |
| Planned milestone events are being met | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Budget is under control | n/a |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Quality control results are within specifications | n/a |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Change control process shows minimal requests for change | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project resources are being supplied per schedule | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project team appears to be cohesive and reasonably happy | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Users seem satisfied with progress of the work | n/a |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Top management remains visibly supportive of project goals | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Third-party vendors are delivering quality items on schedule | n/a |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Risk events are under control with nothing unusual appearing | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project training program is progressing according to plan | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Relationships with support groups have no identifiable issues | n/a |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Update the Project Success Tracking table for each new weekly report.

Use **OK** to indicate that the project is track according to that criteria. If there is an issue, indicate it with a number and leave a corresponding note in the section below.

Notes:

1: This week was really a learning week about our project. We did not have specified tasks for each member. The team as a whole was involved in our accomplishments from this week. Additionally, a lot of next week will be spent becoming familiar with the tools that Adventium uses. So, as a whole team we will be accomplishing next week's goals.

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