Weekly Report for Week Ending 2/12

Adventium

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# Status Summary

* Research made into UI prototyping
* User stories created and polished

## Top Highlights

* Danielle helped us polish our wording to be aligned with the goal of the project according to Adventium
* Finished the majority of section 4 in the project specification document
* Continued research on a UI prototype for the OSATE plug-in

## Top Lowlights

* Some confusion still remained regarding the exact goal of the project at the start of the week

# Activities, Accomplishments, and Project Effort

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member** | **Activity** | **Description** | **Status** | **Effort** |
| Team | Weekly Team Meeting | We worked together to complete the majority of section 4 for the Project Specification document | Complete | 1 hr |
| Team | Weekly Sponsor Team Meeting | We met with Danielle and clarified the exact verbiage that should be used for our user stories | Complete | 1 hr |
| Team | Project specification | Section 4 of the project specification document is partially complete. The only things left are the use case diagrams | In-Progress | 1 hr |
| Team | Project breakdown | We are still figuring out how we will divide up the tasks of the project | In-Progress | .5 hr |
| Team | Become familiar with AADL, AGREE, and OSATE | After our meeting with Danielle and reading through some of the documentation for AADL, AGREE, and OSATE, we are gaining a better understanding of these technologies | In-Progress | 1 hr |

**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 | We will coming up with user stories and UML diagrams associated with those for section 4 of the project specification document, breaking down requirements into achievable tasks |
| 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 | First presentation | We will be working on putting together the 7 minute presentation including a summary of the project definition, progress on a UI prototype, and goals we have moving forward |
| Team | UI Prototype | We will be creating a UI prototype in preparation for the first presentation of the semester |

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

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **Status** | **Risk** | **Owner** | **Probability/ Priority** | **Impact** | **Trigger** | **Recommendation / Resolution** |
| R1 | Open | Not knowing how to use OSATE environment | Team | 70% | Team won’t be able to develop without OSATE environment understanding | Lack of documentation/comprehension of documentation | Meet with the sponsor for recommendations on documentation to read and to let them know of the triggered risk |
| R2 | ~~Open~~  Closed | Example documents aren’t sent to team | Team | 20% | Team’s rate of learning the project syntax will be limited | Example FACE models are not received in inbox | Contact sponsor about getting examples |
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**Issues**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **RID#** | **Status** | **Issue** | **Owner** | **Due Date** | **Impact** | **Recommendation / Resolution** |
| 1 | R1 | Open | 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 | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |
| Budget is under control | n/a | n/a | n/a |  |  |  |  |  |  |  |  |  |  |  |  |
| Quality control results are within specifications | n/a | n/a | n/a |  |  |  |  |  |  |  |  |  |  |  |  |
| Change control process shows minimal requests for change | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |
| Project resources are being supplied per schedule | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |
| Project team appears to be cohesive and reasonably happy | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |
| Users seem satisfied with progress of the work | n/a | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |
| Top management remains visibly supportive of project goals | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |
| Third-party vendors are delivering quality items on schedule | n/a | n/a | n/a |  |  |  |  |  |  |  |  |  |  |  |  |
| Risk events are under control with nothing unusual appearing | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |
| Project training program is progressing according to plan | OK | 1 | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Relationships with support groups have no identifiable issues | n/a | n/a | 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: We’re still working out the kinks in our understanding of how preexisting OSATE plug-ins are implemented. This issue is under control, but it should be acknowledged.

2: