| TO: | Dr. Lund |
| --- | --- |
| FROM: | Samuel Debesai |
| RE: | Report #1 |
| DATE: | 10/14/2021 |

**Table 1: Weekly Time Card.**

| **Week(s)** | **Accomplishment** | **Work Type** |
| --- | --- | --- |
| 1 | * Began Functional, Non-Functional Requirements, Constraints * Completed Functional, Non-Functional Requirements, Constraints | Initiation Phase |
| 2 | * Began Formative Research (Micro Usability Study) * Began Prioritize Requirements (Planning Poker) * Began Design Documents | Initiation/Design Phase |
| 3 | * Cont. Design Documents * Completed Formative Research * Completed v1 of Design Documents | Design Phase |

**Table 2: Individual Time Card.**

| **DATE** | **Samuel** |
| --- | --- |
| Week #1 | Wed: 8:00 A.M. – 3:00 P.M.  Thur: 9:00 A.M. – 5:30 P.M.  Friday: 8:00 A.M. – 4:00 P.M. |
| Week #2 | Monday: 9:00 A.M. – 5:00 P.M.  Tue: 9:00 A.M. – 5:00 P.M  Wed: 8:00 A.M. – 3:00 P.M.  Thur: 9:00 A.M. – 4:00 P.M.  Friday: 8:00 A.M. – 4:00 P.M. |
| Week #3 | Monday: 10:00 A.M. – 5:00 P.M.  Tue: 9:00 A.M. – 5:30 P.M  Wed: 8:00 A.M. – 3:30 P.M.  Thur: 9:00 A.M. – 6:00 P.M.  Friday: TBD |
| **Total Hours** | 93.5 Hours |
| **Quarterly Hours** | 93.5 Hours |

**Challenges**

* Beginning a project being the only worker, which means you are the manager, developer, designer, and machine behind the work, it can be a ramp up in work that had to calculate in the beginning.

**Future Plan**

* Plan to focus on starting a build of the website mostly frontend and practice programing methodologies for establishing a functional backend. This is also going into Week 4

**Retrospective**

**Continue:**

* Working on Desktop as main source of work.
* Taking detailed accounts of work done.
* Work on keeping aligned with the structured of planned work.
* Updating design document as necessary and contracts (for personal benefits)

**Updates:**

* When I originally planned to have the Reports I meant to get the 4 out by the end of the week say Friday like this report. I intend on continuing to submit on theses deadlines for the next reports, but I might need some more time because of how difficult the development might get. I will keep you updated if I need any help but for now I think I am in a good spot.
* <<**Next report will happen by Nov. 5th>>** this is just for future clarity since I wasn’t so clear on the dates in the contract.
* Thank you very much.