Janet Fernando and Scott Stoltzfus

Software Engineering 2

WAL (8/24 – 9/1)

September 5, 2018

Weekly Activity Log

**Project Events**

* 8/28/18 – Team Meeting – Time: 1hr 30min
  + Discussed the problem.
  + Concept Description Document
  + Outlined questions to ask for requirements.
  + Outlined process
  + Looked at the website
* 8/30/18 – Team Meeting – Time: 2 hrs
  + Prepared for meeting with client
  + Looked over formats for project documents.
  + Installed MS Project
  + Met with Shane and Darcee to confirm requirements and a little design
  + Discussed trip to zipline for the 5th or the 18th.

**Tasks Completed**

* Clarified Requirements with client
* Installed MS Project
* Created a place to store documents (Onedrive)
* Meet with client

**Expectations for Janet**

* **Met**
  + To schedule a meeting with client
  + Create list of questions to ask client
  + Create a place to store and share documents
  + Understand the problem
* **Unmet**
  + To start planning phase
  + Create source control area

**Expectations for Scott**

* **Met**
  + Create list of questions to ask client
  + Start research
  + Understand the problem
  + Start permissions hierarchy document
* **Unmet**
  + To start planning
  + Complete research of platforms
  + Complete research on online storage areas

**Tasks for next week**

* Virtual Prototype
* Set up source control system

**Total Time:** 3 hrs 30 min