Status Update: Week # [3]

Start Date: 18/03/2019   End Date: 24/03/2019

Project Tasks

Task	Description	Status	Evidence
Team Management	Creating team communication channels and schedule group meetings.	Completed	https://deakin-industry-2019.slack.com/messages/CH1R8P4F4/
Communication Channels and GitHub	Creation of Trello Boards, GitHub and slack channels.	Completed	https://trello.com/b/pHpx992P/surround-ai-trib-squad-2
Upskilling	Learning GitHub, Team management and Learning Surround Framework	Work in Progress	https://www.lynda.com/MyPlaylists?playlistId=18046822

Status Update: Week # [4]

Start Date: 25/03/2019   End Date: 31/03/2019

Project Tasks

Task	Description	Status	Evidence
First commit on GitHub	Created project repo and added collaborators in the project.	Completed	https://github.com/bbanavathu/Surround-AI-Tribe--/blob/master/uniquepoudel.txt
Upskilling On Data Analytics and Surround AI	Learning fundamentals of python and Data Analytics.	Work in Progress.	https://www.tutorialspoint.com/big_data_analytics/data_scientist.htm
Team Management	Managed the team to have supervisor meetings and client meetings, group communication and project discussion sessions.	Work in progress.	

Project/Squad Id and Name: Surround – AI-Squad2-C2
Student ID: 217492278
Student Name: Unique Poudel

Status Update: Week # [5]

Start Date: 01/04/2019   End Date: 05/04/2019

Project Tasks

Task	Description	Status	Evidence
Team allocation	Divided the squad into three working parts; Developers, Documentation and Designers with each of the team having their own set of task description.	Completed	https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/EcGn2P-Fc-FNiADcu0xn-iIBl2SZZQOfTkAra8s5tZDKMw?e=sbmabn
Task allocation	Broken down each task description into smaller pieces to make it simple tasks and assign it to the members in the Trello board. Each member has a task for each sprint with a prefixed milestone.	Work in Progress.	https://trello.com/b/B5XehkGz/surroundai
Team Management	Created meeting minutes, team handling, team communication and manage stand-ups every week, communication with the supervisor, client and the unit chair.	Work in Progress.	https://deakin365.sharepoint.com/:w:/s/Surround-AI-Tribe-Squad2/ETOpgxkpA4dLpYWmoKHETHkBz2rEucJfLRl0cR8G6wkw1A?e=o7o81u
On Track Tasks	Created Project Scope version 2.0 Created Sprint Increment Report Ownership for OnTrack Tasks of SIT782	Work in Progress	https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/EeH1DfSKkmdCli8i83-adswBok7bD6k5ZE83K3AkTbuvkA?e=KO8juL

Project/Squad Id and Name: Surround – AI-Squad2-C2
Student ID: 217492278
Student Name: Unique Poudel

Retrospective

Things you and/or team will START doing:

- Upskill in Python, GitHub, Research articles and consistent team meetings.
- Create a dynamic milestone graph.to track the progress.
- Focus on each task at hand in the current week.
- Create comprehensive and brief reports.

Things you and/or team will CONTINUE doing:
- Three stand-ups every week. (Handled by the Team lead)
- Supervisor, client and Team meetings
- Upskilling.
- Working at least 10 hours a week. (All the members need to show evidences)

Things the team will STOP doing:
- Complete the task within the allocated milestone.

Project/Squad Id and Name: Surround – AI-Squad2-C2
Student ID: 217492278
Student Name: Unique Poudel

Status Update: Week # [6]

Start Date: 01/04/2019   End Date: 05/04/2019

Project Tasks

Task	Description	Status	Evidence
Report writing	Compiled the documents of the documentation team to create an introduction part on what the project is about and a brief introduction on the framework and systems. Plus, the introduction to the Markdown format.	Completed	https://deakin365.sharepoint.com/sites/Surround-AI-Tribe-Squad2/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FSurround-AI-Tribe-Squad2%2FShared%20Documents%2FTeam%20Submissions
Task assignments	Assigned the tasks to the team with a due date. Discussed and explained the vision of the project and clarified the submissions with their own contributions.	Work in Progress.	https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/EcGn2P-Fc-FNiADcu0xn-ilBl2SZZQOfTkAra8s5tZDKMw?e=KORgbp
Team Management	Team handling, team communication and manage stand-ups every week, communication with the supervisor, client and the unit chair.	Work in Progress.	
On Track Tasks	Created Sprint update for the Sprint 2 and helped team members with their individual updates by discussing the contributions and requirements.	Completed	https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/ERg26vRTmdFDr98Sc0SgPxgBoIgNVJSBUFRsCsSgfVev0g?e=SiVNvd
Meeting Minutes	Meeting Minutes for week 6	Completed	https://deakin365.sharepoint.com/:w:/s/Surround-AI-Tribe-Squad2/Eei1Y3CP6AlLmtXbNaH9IZEBgDGFwC-tysEH97XWSKxlPg?e=UxJRJp

Retrospective

Things you and/or team will START doing:

- Create a logo Design by the end of next sprint.
- Create a dynamic milestone graph to track the progress.
- Focus on each task at hand in the current week.
- Create contents on Surround framework and Data science.

Things you and/or team will CONTINUE doing:

- Update artefacts and contributions each week to the supervisor.
- Deliver at least one report each week.
- Complete the task within the allocated milestone.
- Three stand-ups every week. (Handled by the Team lead)
- Supervisor, client and Team meetings
- Upskilling.
- Working at least 10 hours a week. (All the members need to show evidences)

Things the team will STOP doing:
- Not attending meetings.

Project/Squad Id and Name: Surround – AI-Squad2-C2
Student ID: 217492278
Student Name: Unique Poudel

Status Update: Week# [7]

Start Date: 18/03/2019   End Date: 24/03/2019

Project Tasks

Task	Description	Status	Evidence
Team Management	Managed Group Meetings, Stand-ups, Team communication, Weekly supervisor and Client Meetings.	Completed	https://deakin-industry-2019.slack.com/messages/CH1R8P4F4/
Weekly Meeting Minutes	Created weekly meeting minutes for supervisor and client meetings.	Completed	https://deakin365.sharepoint.com/:w:/s/Surround-AI-Tribe-Squad2/Eei1Y3CP6AlLmtXbNaH9IZEBgDGFwC-tysEH97XWSKxlPg?e=XSCDRH
Task updates and Re-assignments	• Managed task roles, assignments and updates on Deliverables from the entire squad. • Reported supervisor and client about the weekly updates and queried additional requirements.	Completed	https://trello.com/b/B5XehkGz/surroundai
Final Project Report Template.	Created a layout/draft for final project reporting.	Completed	https://deakin365.sharepoint.com/:w:/s/Surround-AI-Tribe-Squad2/EcjPBdJ9T29LiOEJEJ08Lb4BnlBwjjhepZrFXRRBfiB64Q?e=A1tcjn
Team Reports	• Helped team members with their weekly tasks. • Compiled reports and weekly assignments to create final reports for the status updates.	Completed	https://deakin365.sharepoint.com/sites/Surround-AI-Tribe-Squad2/Shared%20Documents/Forms/AllItems.aspx

Retrospective

Things you and/or team will START doing:
- Weekly progress and deliverables to be shown to the client and the supervisor. (Unique Poudel)
- Framework documentation needs to be in the top priority. (Salman Khan)
- Create comprehensive and brief reports.
- Developers needs to share knowledge of their example to the documentation team. (Dipesh Bhatt and Krish)
- Group Meetings need to be more effective. (Unique Poudel)

Things you and/or team will CONTINUE doing:
- Refinement of Surround-AI framework documentation. (Documentation)
- Weekly supervisor and client meetings.
- Weekly stand-ups, group meetings.

Things the team will STOP doing:

- Logo Design Deliverable.