

Project/Squad Id and Name: Surround – AI-Squad2-C2

Student ID: 217492278

Student Name: Unique Poudel

Status Update: Week# [9]

Start Date: 06/05/2019

End Date: 11/005/2019

Project Tasks

Task	Description	Status	Evidence
Framework Documentation Completed.	Compiled the Framework Documentation from the individual contributions.	Completed	https://deakin365.sharepoint.com/:w:/s/Surround-AI-Tribe-Squad2/EWz304gQ1NdOnx8BitDZ91IB7AQnHBdRs7Ys1LTE2CCaGg?e=gKm6VK
Task Assignments for the Sprint.	<ul style="list-style-type: none">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
Individual Contributions Review	Reviewed Individual member contributions to create a final report on each part of the documentation.	Completed	
Compilation of Team Contributions	Created a shared drive to gather team contributions and reviewed documents to report to the Client.	Completed	https://deakin365.sharepoint.com/:w:/s/Surround-AI-Tribe-Squad2/EWz304gQ1NdOnx8BitDZ91IB7AQnHBdRs7Ys1LTE2CCaGg?e=gKm6VK
Team Management	Managed Group Meetings, Stand-ups, Team	Completed	https://deakin-industry-2019.slack.com/messages/CH1R8P4F4/

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	communication, Weekly supervisor and Client Meetings.		
Weekly Meeting Minutes and Updates	Created weekly meeting minutes for supervisor and client meetings	Completed	https://deakin365.sharepoint.com/:w:/s/Surround-AI-Tribe-Squad2/EdCRcPTf5T9EvZMoJ7Eus4YBwGILf2fkFob2VHwqwqnM1w?e=Q1acTg

Retrospective

Things you and/or team will START doing:

- Explain the stages in each example.
- Work towards the final documents on the framework.
- Demonstrate the working example code and update further requirements from the client.
- Working on example implementation document.

Things you and/or team will CONTINUE doing:

- Refinement of Surround-AI framework documentation. (Documentation)
- Stare
- Weekly supervisor and client meetings.
- Weekly stand-ups, group meetings.

Things the team will STOP doing:

- Team members should stop blaming other team member for their individual contributions.