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

Status Update: Week# [8]

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/EdCRcPTf5T9EvZMoJ7Eus4YBwGILf2fkFob2VHwgwqnM1w?e=Q1acTg
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
Framework Documentation Layout.	Created a layout/draft for final project reporting.	Completed	https://deakin365.sharepoint.com/:w:/s/Surround-AI-Tribe-Squad2/EcjPBdJ9T29LiOEJEJ08Lb4BnlBwjjhepZrFXRRBfiB64Q?e=A1tcjn
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/sites/Surround-AI-Tribe-Squad2/Shared%20Documents/Forms/AllItems.aspx
Sprint Increment Report	Created sprint increment report for the squad.	Completed	https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/EQjjGToEB8RCrrneuQOkS-cB3z96L9UnfaTpFJd4c40iXA?e=wwgDPI

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Retrospective

Things you and/or team will START doing:

- Further refinement and contents enhancement on the individual contribution of the team members.
- Developers to report their progress to the Team Lead.
- Developers to explain example and project knowledge to the team members.
- Example Implementation document to be created.
- User manual for the Surround Framework to be created.
- Explain classes and Methods of Surround.
- Write at least 7 articles on Blogpost.
- Write FAQ's.
- Write Tutorials.

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:

- Team will be assigned with implementation tasks to some extent.