# **Status Update: Week [3]**

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

**Project Tasks**

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| **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 Surroung Framework | Work in Progress | <https://www.lynda.com/MyPlaylists?playlistId=18046822> |

Allocating the roles in accordance with the project deliverable was very tough, as the deliverables included a series of unit tests and automated testing or at least a developer who could read or understand the library of surround to develop relevant artefacts.

Our team has been assigned to a Project related to Data analytics and Machine learning. But none of the team members were familiar with the Data Science, Python or Surround AI framework. We raised the issue to the clients and they ensured to add other deliverables which best suits the team skills and expertise.

We had one supervisor meeting over the last 5 weeks.

We had 4 members missing in the last meeting which was in week 5. The meeting minute has been sent in the mail to the supervisor and the unit chair with present and absent status.