**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-](https://deakin-industry-2019.slack.com/messages/CH1R8P4F4/)

[2019.slack.com/messages/CH1R8P4F4/](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

Upskilling On Data Analytics and Surround AI Team

Management

Created project repo and added collaborators in the project.

Learning fundamentals of python and Data Analytics.

Managed the team to have supervisor meetings and client meetings, group communication and project discussion sessions.

Completed [https://github.com/bbanavathu/Surround-AI-Tribe--](https://github.com/bbanavathu/Surround-AI-Tribe--/blob/master/uniquepoudel.txt)

[/blob/master/uniquepoudel.txt](https://github.com/bbanavathu/Surround-AI-Tribe--/blob/master/uniquepoudel.txt)

Work in Progress. <https://www.tutorialspoint.com/big_data_analytics/data_scientist.htm>

Work in progress.

**Status Update: Week # [5]**

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

**Project Tasks**

**Task Description Status Evidence**

Team allocation

Task allocation

Divided the squad into three working parts; Developers, Documentation and Designers with each of the team having their own set of task description.

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.

Completed [https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/EcGn2P-Fc-](https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/EcGn2P-Fc-FNiADcu0xn-iIBl2SZZQOfTkAra8s5tZDKMw?e=sbmabn) [FNiADcu0xn-iIBl2SZZQOfTkAra8s5tZDKMw?e=sbmabn](https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/EcGn2P-Fc-FNiADcu0xn-iIBl2SZZQOfTkAra8s5tZDKMw?e=sbmabn)

Work in Progress. <https://trello.com/b/B5XehkGz/surroundai>

Team

Management

On Track

Tasks

Created meeting minutes, team handling, team communication and manage stand-ups every week, communication with the supervisor, client and the unit chair.

Created Project Scope version 2.0

Created Sprint Increment Report Ownership for OnTrack Tasks of SIT782

Work in Progress. [https://deakin365.sharepoint.com/:w:/s/Surround-AI-Tribe-](https://deakin365.sharepoint.com/:w:/s/Surround-AI-Tribe-Squad2/ETOpgxkpA4dLpYWmoKHETHkBz2rEucJfLRl0cR8G6wkw1A?e=o7o81u) [Squad2/ETOpgxkpA4dLpYWmoKHETHkBz2rEucJfLRl0cR8G6wkw1A?e=o7o81u](https://deakin365.sharepoint.com/:w:/s/Surround-AI-Tribe-Squad2/ETOpgxkpA4dLpYWmoKHETHkBz2rEucJfLRl0cR8G6wkw1A?e=o7o81u)

Work in Progress [https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-](https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/EeH1DfSKkmdCli8i83-adswBok7bD6k5ZE83K3AkTbuvkA?e=KO8juL) [Squad2/EeH1DfSKkmdCli8i83-adswBok7bD6k5ZE83K3AkTbuvkA?e=KO8juL](https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/EeH1DfSKkmdCli8i83-adswBok7bD6k5ZE83K3AkTbuvkA?e=KO8juL)

**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.

**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-](https://deakin365.sharepoint.com/sites/Surround-AI-Tribe-Squad2/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FSurround-AI-Tribe-Squad2%2FShared%20Documents%2FTeam%20Submissions) [Squad2/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FSurround-](https://deakin365.sharepoint.com/sites/Surround-AI-Tribe-Squad2/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FSurround-AI-Tribe-Squad2%2FShared%20Documents%2FTeam%20Submissions) [AI-Tribe-Squad2%2FShared%20Documents%2FTeam%20Submissions](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

Team

Management

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.

Team handling, team communication and manage stand-ups every week, communication with the supervisor, client and the unit chair.

Work in

Progress.

Work in

Progress.

[https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/EcGn2P-Fc-](https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/EcGn2P-Fc-FNiADcu0xn-iIBl2SZZQOfTkAra8s5tZDKMw?e=KORgbp) [FNiADcu0xn-iIBl2SZZQOfTkAra8s5tZDKMw?e=KORgbp](https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/EcGn2P-Fc-FNiADcu0xn-iIBl2SZZQOfTkAra8s5tZDKMw?e=KORgbp)

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-](https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/ERg26vRTmdFDr98Sc0SgPxgBoIgNVJSBUFRsCsSgfVev0g?e=SiVNvd) [Squad2/ERg26vRTmdFDr98Sc0SgPxgBoIgNVJSBUFRsCsSgfVev0g?e=SiVNvd](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-](https://deakin365.sharepoint.com/:w:/s/Surround-AI-Tribe-Squad2/Eei1Y3CP6AlLmtXbNaH9IZEBgDGFwC-tysEH97XWSKxlPg?e=UxJRJp) [Squad2/Eei1Y3CP6AlLmtXbNaH9IZEBgDGFwC-tysEH97XWSKxlPg?e=UxJRJp](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.

# 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.

# 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> |

**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.