# Status Update: Week# [9]

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| Start Date: 06/05/2019 | End Date: 11/005/2019 |

**Project Tasks**

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| --- | --- | --- | --- |
| **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. | * 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 communication, Weekly supervisor and Client Meetings. | Completed | <https://deakin-industry-2019.slack.com/messages/CH1R8P4F4/> |
| 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/EdCRcPTf5T9EvZMoJ7Eus4YBwGILf2fkFob2VHwgwqnM1w?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.