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

# **Status Update: Week # [4]**

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| Start Date: 25/03/2019 | End Date: 31/03/2019 |

**Project Tasks**

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| **Task** | **Description** | **Status** | **Evidence** |
| First commit on GitHub | Created project repo and added collaborators in the project. | Completed | <https://github.com/bbanavathu/Surround-AI-Tribe--/blob/master/uniquepoudel.txt> |
| Upskilling  On Data Analytics and Surround AI | Learning fundamentals of python and Data Analytics. | Work in Progress. | <https://www.tutorialspoint.com/big_data_analytics/data_scientist.htm> |
| Team Management | Managed the team to have supervisor meetings and client meetings, group communication and project discussion sessions. | Work in progress. |  |

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

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

**Project Tasks**

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| **Task** | **Description** | **Status** | **Evidence** |
| Team allocation | Divided the squad into three working parts; Developers, Documentation and Designers with each of the team having their own set of task description. | Completed | <https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/EcGn2P-Fc-FNiADcu0xn-iIBl2SZZQOfTkAra8s5tZDKMw?e=sbmabn> |
| Task allocation | 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. | Work in Progress. | <https://trello.com/b/B5XehkGz/surroundai> |
| Team Management | Created meeting minutes, team handling, team communication and manage stand-ups every week, communication with the supervisor, client and the unit chair. | Work in Progress. | <https://deakin365.sharepoint.com/:w:/s/Surround-AI-Tribe-Squad2/ETOpgxkpA4dLpYWmoKHETHkBz2rEucJfLRl0cR8G6wkw1A?e=o7o81u> |
| On Track Tasks | Created Project Scope version 2.0  Created Sprint Increment Report  Ownership for OnTrack Tasks of SIT782 | Work in Progress | <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]**

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

**Project Tasks**

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| **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-Squad2/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FSurround-AI-Tribe-Squad2%2FShared%20Documents%2FTeam%20Submissions> |
| Task assignments | 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. | Work in Progress. | <https://deakin365.sharepoint.com/:b:/s/Surround-AI-Tribe-Squad2/EcGn2P-Fc-FNiADcu0xn-iIBl2SZZQOfTkAra8s5tZDKMw?e=KORgbp> |
| Team Management | Team handling, team communication and manage stand-ups every week, communication with the supervisor, client and the unit chair. | Work in Progress. |  |
| 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-Squad2/ERg26vRTmdFDr98Sc0SgPxgBoIgNVJSBUFRsCsSgfVev0g?e=SiVNvd> |
| Meeting Minutes | Meeting Minutes for week 6 | Completed | <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.