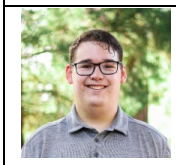
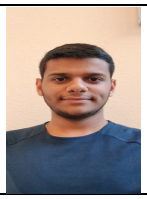
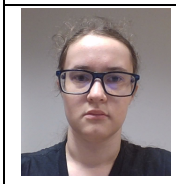
Weekly Team Task Report

Report 4

Team: Team 1 (Student Teacher Tracking App)							**Date:** October 10, 2022
Project Title: Teacher To-Do							
	**Sam G.** Present On-time		**Alexander** Present On-time		**Noah** Present On-time		**Shlok** Present On-time
	**Bronwyn** Present On-time						

Recent Meetings:

- Team Meeting: Monday October 3rd

TASKS COMPLETED since last meeting:

Task Title: Team Standards – Tools & Document Standards	**Task Initiation:** September 26, 2022	**Orig. Due Date:** October 4, 2022	**Status:** Complete
Who (%): Sam (100%)			
Description: Outline expectations for how documents and presentations will be created, formatted, etc.			
Expected Outcome: Expectations have been set, and all team members are aware of chosen standards.			

Task Title: Team Standards – Team Self Review	**Task Initiation:** September 26, 2022	**Orig. Due Date:** October 4, 2022	**Status:** Complete
Who (%): Sam (100%)			
Description: Outline expectations for how team members will perform a self-review after each team meeting.			
Expected Outcome: Expectations have been set, and all team members are aware of chosen standards.			

Task Title: Define roles for Mini-Intro and Add to Taiga	**Task Initiation:** October 10, 2022	**Orig. Due Date:** October 10, 2022	**Status:** Complete
Who (%): Sam (100%)			
Description: Define various roles/sections for mini-intro assignment and post card on Kanban board in Taiga for each role/task.			
Expected Outcome: Roles/Tasks have been defined in Taiga and are ready to be assigned.			

Task Title: Research HTML items for initial team website	**Task Initiation:** October 8, 2022	**Orig. Due Date:** October 14, 2022	**Status:** In Progress
Who (%): Noah (100%)			
Description: Research concepts like tabs and different file dipslays for the initial team website.			
Expected Outcome: Create a professional, clean website that can be used as a landing page for updates on our project.			

Task Title: Mini-intro	**Task Initiation:** October 10, 2022	**Orig. Due Date:** October 14, 2022	**Status:** In Progress
Who (%): Alexander (100%)			
Description: create the hook, adress problems, sollutions, and formatting for the presentation			
Expected Outcome: Create the presentation for class and further presentations			

Task Title: Get a document signing platform	**Task Initiation:** October 1, 2022	**Orig. Due Date:** October 21, 2022	**Status:** In Progress
Who (%): Alexander (100%)			
Description: continued to eplore docusign, doxie, and adobie dign. Created dev accounts, contacted sales team to further explore capabilities and pricing			
Expected Outcome: Allow for programatic collection of signatures			

Task Title: explore api requirements, design, and data model	**Task Initiation:** October 6, 2022	**Orig. Due Date:** October 21, 2022	**Status:** In Progress
Who (%): Alexander (100%)			
Description: begin designing the layout for api, what endpoints are needed and how best to layout data			
Expected Outcome: create the model by which to develop our platform			

This week's Tasks: Work plan for coming week

Task Title: Mini-Intro – Team Intro	**Task Initiation:** October 10, 2022	**Orig. Due Date:** October 12, 2022	**Status:** In-Progress (0% Complete)
Who (%): TBD (100%)			
Description: Introduce the team members, name of project, and CS faculty mentor.			
Expected Outcome: Slides completed and added to presentation.			

Task Title: Mini-Intro – Project Overview/Hook	**Task Initiation:** October 10, 2022	**Orig. Due Date:** October 12, 2022	**Status:** In-Progress (0% Complete)
Who (%): TBD (100%)			
Description: Provide overview of the problem and context for why problem exists.			
Expected Outcome: Slides completed and added to presentation			

Task Title: Mini-Intro – Client Intro	**Task Initiation:** October 10, 2022	**Orig. Due Date:** October 12, 2022	**Status:** In-Progress (0% Complete)
Who (%): TBD (100%)			

Description: Introduce Chris and his role in the College of Education and in the PEP program.
Expected Outcome: Slides completed and added to presentation

Task Title: Mini-Intro – Process	**Task Initiation:** October 10, 2022	**Orig. Due Date:** October 12, 2022	**Status:** In-Progress (0% Complete)
Who (%): TBD (100%)			
Description: Overview or current process and how applications are processed.			
Expected Outcome: Slides completed and added to presentation			

Task Title: Mini-Intro – Current Solution Problems	**Task Initiation:** October 10, 2022	**Orig. Due Date:** October 12, 2022	**Status:** In-Progress (0% Complete)
Who (%): TBD (100%)			
Description: Brief overview of current manula process with Chris and COE.			
Expected Outcome: Slides completed and added to presentation			

Task Title: Mini-Intro – Proposed Solution Overview	**Task Initiation:** October 10, 2022	**Orig. Due Date:** October 12, 2022	**Status:** In-Progress (0% Complete)
Who (%): TBD (100%)			
Description: Overview of our proposed solution.			
Expected Outcome: Slides completed and added to presentation			

Task Title: Mini-Intro – Plan for Development	**Task Initiation:** October 10, 2022	**Orig. Due Date:** October 12, 2022	**Status:** In-Progress (0% Complete)
Who (%): TBD (100%)			
Description: Overview of development plan for project.			
Expected Outcome: Slides completed and added to presentation			

Task Title: Mini-Intro – Conclusion	**Task Initiation:** October 10, 2022	**Orig. Due Date:** October 12, 2022	**Status:** In-Progress (0% Complete)
Who (%): TBD (100%)			
Description: Warp everything up and provide a nice outro.			
Expected Outcome: Slides completed and added to presentation			

Upcoming Tasks: Planning

Task Title: Technical Feasibility	**Who (%):** Everyone	**Rough Due Date:** October 24, 2022
Description: Technical feasibility document outling feasibility of project and technologies to be used.		

Other Problems / Other Issues:

- <any problems/client communication issues/breakdowns/things you want to discuss with mentor>