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|  | **Weekly Team Task Report** | **Report 1** |

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| Team: Team 1 (Student Teacher Tracking App) | | | | | | **Date:** September 19, 2022 | | |
| **Project Title: Teacher To-Do** | | | | | | | | |
| **A person wearing glasses  Description automatically generated with medium confidence** | **Sam**  Present  On-time | **A person wearing glasses  Description automatically generated with medium confidence** | **Alexander**  Present  On-time | **A picture containing wall, person, person, indoor  Description automatically generated** | **Noah**  Present  On-time | | A person taking a selfie  Description automatically generated | **Shlok**  Present  On-time |
| **A person wearing glasses  Description automatically generated with medium confidence** | **Bronwyn**  Present  On-time |  |  |  |  | |  |  |

### Recent Meetings:

* No Recent Meetings

### TASKS COMPLETED since last meeting:

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| **Task Title:** Team Startup | **Task Initiation:** September 16, 2022 | **Orig. Due Date:** September 19, 2022 | **Status:** Completed |
| **Who (%):** Sam (80%), Alexander (5%), Noah (5%), Shlok (5%), Bronwyn (5%) | | | |
| **Description:** This task is mainly administrative items for capstone sponsors. Send email to client introducing group, create Facesheet and logo, email Capstone organizaor with team information. | | | |
| **Expected Outcome:** Sam will send emails to client as well as to Michael with all requested information. | | | |

### This week’s Tasks: Work plan for coming week

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| **Task Title:** Create Initial Team Website | **Task Initiation:** September 19, 2022 | **Orig. Due Date:** September 27, 2022 | **Status:** In Progress (0% complete) |
| **Who (%):** Sam (25%) [Upload to Server], Noah? (50%), Shlok? (25%) | | | |
| **Description:** Create basic outline of website to publish. Website should show some kind of work in progress status. | | | |
| **Expected Outcome:** Create basic website template and verify upload functionality to web server. | | | |

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| **Task Title:** Create Team Inventory | **Task Initiation:** September 19, 2022 | **Orig. Due Date:** October 1, 2022 | **Status:** In Progress (0% complete) |
| **Who (%):** Sam (20%), Alexander (20%), Noah (20%), Shlok (20%), Bronwyn (20%) | | | |
| **Description:** Each team member should create a one-page resume like document to describe themselves to the client. This document serves as the primary way for the client to get to know us and our skills. | | | |
| **Expected Outcome:** Team Inventory will have been completed and is ready to be sent to client. | | | |

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| **Task Title:** Create Team Standards Doc | **Task Initiation:** September 19, 2022 | **Orig. Due Date:** October 1, 2022 | **Status:** In Progress (0% complete) |
| **Who (%):** Sam (24%), Alexander (19%), Noah (19%), Shlok (19%), Bronwyn (19%) | | | |
| **Description:** The team standards document documents all code and team related standards. This document will be the final say in technical decisions, etc. | | | |
| **Expected Outcome:** Written detailed team standards doc that can be used as the guiding document for all technical decisions and disputes. | | | |

### Upcoming Tasks: Planning

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| **Task Title:** Technological Feasibility | **Who (%):** Everyone | **Rough Due Date:** October 10, 2022 |
| **Description:** Technological feasibility of project and expected technologies to be used. | | |

### Other Problems / Other Issues:

* We have not heard back from our project sponsor at all. How long should we wait before following up with them again?