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|  | **Weekly Team Task Report** | Report 2 |

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| Team: Team 1 (Student Teacher Tracking App) | | | | | | **Date:** September 26, 2022 | | |
| **Project Title: Teacher To-Do** | | | | | | | | |
| **A person wearing glasses  Description automatically generated with medium confidence** | **Sam G.**  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:

* Mentor Meeting (Monday September 19, 2022)
* Client Meeting #1 (Monday September 26, 2022)

### TASKS COMPLETED since last meeting:

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| **Task Title:** Schedule Client Meeting | **Task Initiation:** September 16, 2022 | **Orig. Due Date:** September 30, 2022 | **Status:** Completed |
| **Who (%):** Sam (80%), Alexander (5%), Noah (5%), Shlok (5%), Bronwyn (5%) | | | |
| **Description:** Setup first meeting with client to introduce the group and discuss high level project requirements. This will most likely be the first of multiple meetings needed for requirements gathering. | | | |
| **Expected Outcome:** Meeting time and location will have been determined and communicated to the group. | | | |

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| **Task Title:** Create Project GitHub Organization | **Task Initiation:** September 16, 2022 | **Orig. Due Date:** September 18, 2022 | **Status:** Completed |
| **Who (%):** Sam (20%), Alexander (80%) | | | |
| **Description:** Create new GitHub organization for collaboration on code and other class deliverables. Organization has separate repositories for code, deliverables, etc. | | | |
| **Expected Outcome:** GitHub organization has been created with all team members added as contributors. | | | |

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| **Task Title:** Create Taiga Board for Collaboration | **Task Initiation:** September 16, 2022 | **Orig. Due Date:** September 18, 2022 | **Status:** Completed |
| **Who (%):** Alexander (100%) | | | |
| **Description:** Create new Taiga project and add all team members as collaborators. Taiga is a platform that allows us to use either scrum or Kanban boards to help track project tasks and completion. | | | |
| **Expected Outcome:** Taiga project has been created with both scrum and Kanban enabled. | | | |

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| **Task Title:** Create Document Wrapper | **Task Initiation:** September 22, 2022 | **Orig. Due Date:** September 22, 2022 | **Status:** Completed |
| **Who (%):** Sam (100%) | | | |
| **Description:** Create template for document wrapper to be used for all deliverables in this class. | | | |
| **Expected Outcome:** Template is complete and uploaded to Templates folder in the deliverables repo. | | | |

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| **Task Title:** Create SICCS Letterhead Template | **Task Initiation:** September 22, 2022 | **Orig. Due Date:** September 22, 2022 | **Status:** Completed |
| **Who (%):** Sam (100%) | | | |
| **Description:** Create template for SICCS letterhead for use on deliverables. | | | |
| **Expected Outcome:** Template is complete and uploaded to Templates folder in the deliverables repo. | | | |

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| **Task Title:** Create Weekly Task Report Template | **Task Initiation:** September 19, 2022 | **Orig. Due Date:** September 20, 2022 | **Status:** Completed |
| **Who (%):** Sam (100%) | | | |
| **Description:** Create template for weekly task report. | | | |
| **Expected Outcome:** Template is complete and uploaded to Templates folder in the deliverables repo. | | | |

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

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| **Task Title:** Create Initial Team Website | **Task Initiation:** September 26, 2022 | **Orig. Due Date:** September30, 2022 | **Status:** In Progress (0% Complete) |
| **Who (%):** Sam (25%), 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 23, 2022 | **Orig. Due Date:** October 1, 2022 | **Status:** In Progress (10% Complete) |
| **Who (%):** Sam (25%), Noah (50%), Shlok (25%) | | | |
| **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 23, 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. | | | |

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| **Task Title:** Select Core Project Technologies | **Task Initiation:** September 26, 2022 | **Orig. Due Date:** September30, 2022 | **Status:** In Progress (15% Complete) |
| **Who (%):** Sam(35%), Alexander (35%), Noah (10%), Shlok (10%), Bronwyn (10%) | | | |
| **Description:** As a team we need to decide on the core technologies we are going to use for the project. This includes choosing the primary programming language, frameworks to use, etc. | | | |
| **Expected Outcome:** All team members are aware of the technologies being used, and can discuss with either the mentor or faculty sponsor to why we chose our technologies and what they can do. | | | |

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| **Task Title:** Research UI Technologies | **Task Initiation:** September 26, 2022 | **Orig. Due Date:** September30, 2022 | **Status:** In Progress (50% Complete) |
| **Who (%):**  Noah (100%) | | | |
| **Description:** I individualy research into the Ridge UI, a free system that can be impletented with backend systems to be able to clearly and effectively display data and information | | | |
| **Expected Outcome:** I will be able to effectively implement in some of the basic modules so the team will be able to do testing on different features without having to use a command line. | | | |

### 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:

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