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|  | **Weekly Team Task Report** | Report 3 |

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| Team: Team 1 (Student Teacher Tracking App) | | | | | | **Date:** October 3, 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:

* Monday September 26, 2022 (5:30 – 6:15pm): Team Meeting

### TASKS COMPLETED since last meeting:

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| **Task Title:** Create Initial Team Website | **Task Initiation:** September 26, 2022 | **Orig. Due Date:** September 30, 2022 | **Status:** Completed |
| **Who (%):** Noah (100%) | | | |
| **Description:** Create basic outline of website to publish. Website should show some kind of work in progress status. | | | |
| **Expected Outcome:** Create basic website template. | | | |

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| **Task Title:** Upload Initial Team Website | **Task Initiation:** September 26, 2022 | **Orig. Due Date:** September 30, 2022 | **Status:** Completed |
| **Who (%):** Noah (100%) | | | |
| **Description:** Upload basic website to CEIAS web server. | | | |
| **Expected Outcome:** Website uploaded to web server and is publically accessible. | | | |

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| **Task Title:** Team Inventory – Cover Page | **Task Initiation:** September 26, 2022 | **Orig. Due Date:** October 1, 2022 | **Status:** Completed |
| **Who (%):** Sam (100%) | | | |
| **Description:** Create cover page for team inventory with team info, members, etc. | | | |
| **Expected Outcome:** Professional cover page that outlines the team and document information. | | | |

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| **Task Title:** Team Inventory – Sam’s Page | **Task Initiation:** September 26, 2022 | **Orig. Due Date:** October 1, 2022 | **Status:** Completed |
| **Who (%):** Sam (100%) | | | |
| **Description:** Create single page overview of sam’s skills, interests, etc. | | | |
| **Expected Outcome:** Professional resume-style document outlingin skills, interests, etc. | | | |

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| **Task Title:** Team Standards – Cover Page/Overview | **Task Initiation:** September 26, 2022 | **Orig. Due Date:** October 1, 2022 | **Status:** Completed |
| **Who (%):** Sam (100%) | | | |
| **Description:** Create cover page for team standards with team info, members, etc. | | | |
| **Expected Outcome:** Professional cover page that outlines the team and document information. | | | |

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| **Task Title:** Team Standards – Roles | **Task Initiation:** September 26, 2022 | **Orig. Due Date:** October 1, 2022 | **Status:** Completed |
| **Who (%):** Sam (50%), Alexander (12%), Noah (12%), Shlok (12%), Bronwyn (12%) | | | |
| **Description:** Determine team role descriptions and assign roles to team members. | | | |
| **Expected Outcome:** Roles have been defined and assigned to all team members. | | | |

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| **Task Title:** Team Standards – Team Meeting Expectations | **Task Initiation:** September 26, 2022 | **Orig. Due Date:** October 1, 2022 | **Status:** Completed |
| **Who (%):** Sam (20%), Alexander (20%), Noah (20%), Shlok (20%), Bronwyn (20%) | | | |
| **Description:** Outline expectations for team meetings. | | | |
| **Expected Outcome:** Expectations have been set for team meetings, and all team members are aware of expectations. | | | |

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| **Task Title:** UpdateTeam Standards | **Task Initiation:** September 29, 2022 | **Orig. Due Date:** October 3, 2022 | **Status:** Completed |
| **Who (%):** Shlok (100%) | | | |
| **Description:** Rephrase and review the Team Standards | | | |
| **Expected Outcome:** More refined and precise Team Standards Document | | | |

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| **Task Title:** Select Core Project Technologies | **Task Initiation:** September 26, 2022 | **Orig. Due Date:** September30, 2022 | **Status:** Completed |
| **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 Website Languages | **Task Initiation:** September 26, 2022 | **Orig. Due Date:** October 3, 2022 | **Status:** In Progress |
| **Who (%):** Noah (100%) | | | |
| **Description:** Looked into HTML, CSS and Javascript materials to eventually add to the team website. | | | |
| **Expected Outcome:** Implement these materials to add to the team website, improving user interface and functionality. | | | |

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

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| **Task Title:** Team Standards – Tools & Document Standards | **Task Initiation:** September 26, 2022 | **Orig. Due Date:** October 4, 2022 | **Status:** In Progress (80% Complete) |
| **Who (%):** Sam (20%), Alexander (20%), Noah (20%), Shlok (20%), Bronwyn (20%) | | | |
| **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. | | | |

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| **Task Title:** Team Standards – Team Self Review | **Task Initiation:** September 26, 2022 | **Orig. Due Date:** October 4, 2022 | **Status:** Not Yet Started |
| **Who (%):** Sam (20%), Alexander (20%), Noah (20%), Shlok (20%), Bronwyn (20%) | | | |
| **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. | | | |

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| **Task Title:** Mini-Intro Presentation | **Task Initiation:** October 3, 2022 | **Orig. Due Date:** October 10, 2022 | **Status:** Not Yet Started |
| **Who (%):** Sam (20%), Alexander (20%), Noah (20%), Shlok (20%), Bronwyn (20%) | | | |
| **Description:** Create intro presentation describing the project. | | | |
| **Expected Outcome:** Presentation materials created as well as presentation notes for day of presentation. | | | |

### Upcoming Tasks: Planning

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| **Task Title:** Technical Feasibility - Overview | **Who (%):** TBD | **Rough Due Date:** October 21, 2022 |
| **Description:** Provides overview of the document as well as the purpose of the document. | | |

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| **Task Title:** Technical Feasibility – Programming Languages/Frameworks | **Who (%):** TBD | **Rough Due Date:** October 21, 2022 |
| **Description:** Describes the programming language and frameworks we chose to use. | | |

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| **Task Title:** Technical Feasibility – Database Technologies | **Who (%):** TBD | **Rough Due Date:** October 21, 2022 |
| **Description:** Describes the database technologies in use and how they are used within project. | | |

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| **Task Title:** Technical Feasibility – Front End | **Who (%):** TBD | **Rough Due Date:** October 21, 2022 |
| **Description:** Provide overview of front-end development plan. | | |

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| **Task Title:** Technical Feasibility - APIs | **Who (%):** TBD | **Rough Due Date:** October 21, 2022 |
| **Description:** Desccribes the APIs to be used in the application along with their purpose. | | |

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| **Task Title:** Technical Feasibility – Technical Challenges | **Who (%):** TBD | **Rough Due Date:** October 21, 2022 |
| **Description:** Provides overview of possible/already encountered technical issues. | | |

### Other Problems / Other Issues:

* No current issues that need to be discussed with mentor.