|  |  |  |
| --- | --- | --- |
|  | **Weekly Team Task Report** | Report 4 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Team: Team 1 (Student Teacher Tracking App) | | | | | | **Date:** October 10, 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:

* 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. | | | |

### 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>