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|  | **Weekly Team Task Report** | Report 6 |

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| Team: Team 1 (Student Teacher Tracking App) | | | | | | **Date:** | | |
| **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 10th, 5:30 – 6PM

### TASKS COMPLETED since last meeting:

Sam’s Tasks:

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| **Task Title:** Mini-Intro: Hook/Intro slide | **Task Initiation:** October 10, 2022 | **Orig. Due Date:** October 12, 2022 | **Status:** Completed |
| **Who (%):** Sam (100%) | | | |
| **Description:** Create slide for presentation that captures the audience’s attention, and provides a general overview of the problem. | | | |
| **Expected Outcome:** Slide added to presentation with bulleted items to provide overview of problem and capture the audience’s attention. | | | |

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| **Task Title:** Mini-Intro: Current Solution/Problems w/ Current Solution Slide | **Task Initiation:** October 10, 2022 | **Orig. Due Date:** October 12, 2022 | **Status:** Completed |
| **Who (%):** Sam (100%) | | | |
| **Description:** Create slide for presentation that provides an overview of the client’s current process, as well as the major problems with the current process. | | | |
| **Expected Outcome:** Slide added to presentation with bulleted items to provide overview of current solution and problems. | | | |

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| **Task Title:** Mini-Intro: Plan for Development Slide | **Task Initiation:** October 10, 2022 | **Orig. Due Date:** October 12, 2022 | **Status:** Completed |
| **Who (%):** Sam (100%) | | | |
| **Description:** Create slide for presentation that provides a broad, general overview of out development plan and process. | | | |
| **Expected Outcome:** Slide added to presentation with bulleted items to provide overview of our development plan. | | | |

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| **Task Title:** Mini-Intro: Coordinate Team Member Roles/Responsibilities | **Task Initiation:** October 10, 2022 | **Orig. Due Date:** October 12, 2022 | **Status:** Completed |
| **Who (%):** Sam (100%) | | | |
| **Description:** Take charge on assigning parts of presentation to team members, and reviewing final product for accuracy and consistancy. | | | |
| **Expected Outcome:** All team members are aware of what portions of the presentation they need to complete and final draft reviewed for accuracy and consistency. | | | |

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| **Task Title:** FileMakerPro License Follow-Up | **Task Initiation:** October 17, 2022 | **Orig. Due Date:** October 17, 2022 | **Status:** Completed |
| **Who (%):** Sam (100%) | | | |
| **Description:** Follow-up with ITS respresentative to check on the status of the FileMakerPro license for the project. | | | |
| **Expected Outcome:** ITS representative has been contacted. | | | |

Alexander’s Tasks:

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| **Task Title:** | **Task Initiation:** <date task created> | **Orig. Due Date:** <date task was initially due> | **Status:** <if it’s in this section, obviously the status is “completed”> |
| **Who (%): <**who’s responsible for it; if multiple persons, then to what percentage> | | | |
| **Description:** <2-3 sentences to describe what involved with the task and its goals in more detail. | | | |
| **Expected Outcome:** <Concise statement of exactly what deliverable is expected > | | | |

Noah’s Tasks:

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| --- | --- | --- | --- |
| **Task Title:** | **Task Initiation:** <date task created> | **Orig. Due Date:** <date task was initially due> | **Status:** <if it’s in this section, obviously the status is “completed”> |
| **Who (%): <**who’s responsible for it; if multiple persons, then to what percentage> | | | |
| **Description:** <2-3 sentences to describe what involved with the task and its goals in more detail. | | | |
| **Expected Outcome:** <Concise statement of exactly what deliverable is expected > | | | |

Shlok’s Tasks:

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| --- | --- | --- | --- |
| **Task Title:** | **Task Initiation:** <date task created> | **Orig. Due Date:** <date task was initially due> | **Status:** <if it’s in this section, obviously the status is “completed”> |
| **Who (%): <**who’s responsible for it; if multiple persons, then to what percentage> | | | |
| **Description:** <2-3 sentences to describe what involved with the task and its goals in more detail. | | | |
| **Expected Outcome:** <Concise statement of exactly what deliverable is expected > | | | |

Bronwyn’s Tasks:

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| --- | --- | --- | --- |
| **Task Title:** | **Task Initiation:** <date task created> | **Orig. Due Date:** <date task was initially due> | **Status:** <if it’s in this section, obviously the status is “completed”> |
| **Who (%): <**who’s responsible for it; if multiple persons, then to what percentage> | | | |
| **Description:** <2-3 sentences to describe what involved with the task and its goals in more detail. | | | |
| **Expected Outcome:** <Concise statement of exactly what deliverable is expected > | | | |

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

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| --- | --- | --- | --- |
| **Task Title:** | **Task Initiation:** | **Orig. Due Date:** | **Status:** <”in-progress”, “complete”, or “overdue”. Plus a completion percentage |
| **Who (%): <**who’s responsible for it; if multiple persons, then to what percentage> | | | |
| **Description:** <2-3 sentences to describe what involved with the task and its goals in more detail. | | | |
| **Expected Outcome:** <Concise statement of exactly what deliverable is expected > | | | |

### Upcoming Tasks: Planning

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| --- | --- | --- |
| **Task Title:** | **Who (%):** | **Rough Due Date:** |
| **Description: <**just give light description here. Idea is to show that you’ve thought about what’s coming up> | | |

### Other Problems / Other Issues:

* This is now the second time I’ve tried to follow up regarding FileMakerPro license, and I have not gotten a response. Should we bring this to Michael?