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|  | **Weekly Team Task Report** | Report 7 |

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| Team: Team 1 (Student Teacher Tracking App) | | | | | | **Date:** October 24, 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 picture containing wall, indoor, laying  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 17th

### TASKS COMPLETED since last meeting:

Sam’s Tasks:

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Title:** Tech Feasibility Draft – Create Document Outline | **Task Initiation:** October 17, 2022 | **Orig. Due Date:** October 24, 2022 | **Status:** Completed |
| **Who (%):**  Sam (100%) | | | |
| **Description:** Create document from wrapper template and add headers for each document section. | | | |
| **Expected Outcome:** Document has been created with outlined sections and uploaded to GitHub. | | | |

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| --- | --- | --- | --- |
| **Task Title:** Tech Feasibility Draft – Overview | **Task Initiation:** October 17, 2022 | **Orig. Due Date:** October 24, 2022 | **Status:** Completed |
| **Who (%):**  Sam (100%) | | | |
| **Description:** Describe the purpose of the document and provide high-level overview of contents. | | | |
| **Expected Outcome:** Overview has been added to document and uploaded to GitHub. | | | |

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| --- | --- | --- | --- |
| **Task Title:** Tech Feasibility Draft – Languages and Frameworks | **Task Initiation:** October 17, 2022 | **Orig. Due Date:** October 24, 2022 | **Status:** Completed |
| **Who (%):**  Sam (100%) | | | |
| **Description:** Describe in detail the programming language and frameworks to be used in the project. | | | |
| **Expected Outcome:** Section has been added to document and uploaded to GitHub. | | | |

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| --- | --- | --- | --- |
| **Task Title:** Create WhenIsGood for Client Meeting | **Task Initiation:** October 17, 2022 | **Orig. Due Date:** October 24, 2022 | **Status:** Completed |
| **Who (%):**  Sam (100%) | | | |
| **Description:** Create WhenIsGood for client meeting and distrubute link to team members. | | | |
| **Expected Outcome:** WhenIsGood has been created and the link has been sent to all team members. | | | |

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:** Assign Requirements Spec Doc Roles | **Task Initiation:** October 24, 2022 | **Orig. Due Date:** October, 24, 2022 | **Status:** In Progress (0% Complete) |
| **Who (%):** Sam (20%), Alexander (20%), Noah (20%), Shlok (20%), Bronwyn (20%) | | | |
| **Description:** Split up section for requirements spec doc and assign sections to team members. | | | |
| **Expected Outcome:** Team members know what section(s) of requirements spec they are responsible for. | | | |

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| --- | --- | --- | --- |
| **Task Title:** Assign Poster Roles | **Task Initiation:** October 24, 2022 | **Orig. Due Date:** October, 24, 2022 | **Status:** In Progress (0% Complete) |
| **Who (%):** Sam (20%), Alexander (20%), Noah (20%), Shlok (20%), Bronwyn (20%) | | | |
| **Description:** Split up section for poster and assign sections to team members. | | | |
| **Expected Outcome:** Team members know what section(s) of poster they are responsible for. | | | |

### 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:

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