

Project Name: LenelS2 Dashboard

Start – End Dates: 8/31/23 - 4/26/24

10/06/2023

Progress

- Team had our first sprint planning meeting (Team)
- Started research on Grafana (Peter)
- Stories created and assigned for our first sprint (Skyler)
- Resolved website deployment issues (Andreas)

Risks

- Fall break

Plans

- Continue research on Grafana and discuss with team in our next meeting (Peter)
- Create document detailing the needs/wants/unobtainables of our project (Skyler/Ethan)

Needs

- Need to do more research on Grafana to see what the scope will look like with Grafana
- A PRFAQ may be useful for communication with sponsor in the future
- Carrier Provisioned accounts

9/29/2023

Progress

- Finished converting website to vue from react and added necessary content (Peter)
- Improved starting metrics (Ethan)
- Made progress on deployment pipeline (Andreas)
- Started on getting the sponsors to get access (Andreas)
- Clarified requirements with sponsor (Team)
- Gained a better understanding of metrics from coach (Team)

Risks

- Deployment issues for team website are still present but team is making progress
- Too Large of scope
- Requirements are off to a slow start due to lack of access

Plans

- Add website files (methodology, time tracking and weekly 4up to the vm (Team)
- Creating Product Backlog (Skyler)
 - This includes epics
- Reformatting project milestones into timeline (release train) (Skyler)
- Define requirements deadlines
- Creating User Stories from gathered requirements (Team)
- Beginning our first Sprint next Wednesday (Team)
- Wireframe dashboard (Dominique)

Needs

- Need to compile meeting notes and gather an understanding of the project scope so far.
- A PRFAQ may be useful for communication with sponsor in the future
- Carrier Provisioned accounts

9/21/2023

Progress <ul style="list-style-type: none">• Initial Website Creation (Team)• Progress on Requirements with Sponsor (Team)• Finalize deployment to website(Andreas)	Risks <ul style="list-style-type: none">• Full project scope is still being defined• Still need to gather tools such as source repositories from sponsors• Have yet to meet a key stakeholder• Do not know how deployment for the project will go
Plans <ul style="list-style-type: none">• Create Methodology Plan (Team)• “Finalize” tools and techniques (Team)• Create Domain Model (Team)• Create Process & Project Metrics (Team)• Create a layout of the project plan (Team)• Improve project site	Needs <ul style="list-style-type: none">• More Requirements

9/13/2023

Progress

- Website up (Skyler)
- Github Projects created + repository (Skyler)
- The Sponsor Communication Lead has been given to Skyler (Team)
- First meeting with sponsors (Team)
- Started creating project documents (Andreas & Peter)

Risks

- Hosting on GCCIS IT Vm has issues with uptime
 - Github pages better? Need to figure out how to use domain of VM + github pages hosting
- Minimally defined requirements

Plans

- Create document with Requirements, risks, NFR, understanding of product asks for next sponsor meeting (Team)
- Create a draft of the domain model with our understanding of the domain and scope (Team)
- Finalize defining team members' roles (Team)
- Start creating a methodology for development (Team)
- Finish adding content to project website (Team)

Needs

- More Defined Requirements
- To know who the "Product operations team" is
- To meet with the last stakeholder next meeting that was unable to attend the 9/12 meeting