Weekly Report for Week Ending 1/27/17

Data 61 Team

Adam Hart  
Mitchell Gerard  
Nicholas Feikema  
Tyler Losinski

# Status Summary

* Had our first meeting with the professor
* Set a time for our first meeting with our sponsor

## Top Highlights

* Set up Slack as our tool for collaborating
* Working on trying different document collaboration tools
* Created a time that agreed with both us and our sponsors for our first meeting

## Top Lowlights

* Can’t meet with our company until Sunday

# Activities, Accomplishments, and Project Effort

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member** | **Activity** | **Description** | **Status** | **Effort** |
| Tyler Losinski | Set up Slack | Set up our communication tool | Complete | .25 hours |
| Mitchell Gerard | Emailed Company | Emailed our groups company to setup a meeting time | Complete | .1 hours |
| All Group members | Project Specification | Started the Project Specification Document | Incomplete | .25 hours |
| Tyler Losinski | Weekly Report | Finished the weekly report for the week | Complete | .5 hours |
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List any activities undertaken by members of the project team in the last week. These can include things done as a group.  
Effort should be estimated in terms of hours of time taken (e.g., 1.5 hours, 3 hours, .5 hours, etc.)

**Goals for Next Week**

* Everyone will work on the project specifications
  + Need to divide up the work
  + Create an online word document
* Meet with company and gather requirements
* Everyone will work on some type of research after we gather requirements
* Tyler Will setup GitHub repository

## Risks

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **Status** | **Risk** | **Owner** | **Probability/ Priority** | **Impact** | **Trigger** | **Recommendation / Resolution** |
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**Issues**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **RID#** | **Status** | **Issue** | **Owner** | **Due Date** | **Impact** | **Recommendation / Resolution** |
| 001 |  | Ongoing | No repository on GitHub yet | Tyler Losinski | 2/3/17 | No were to store files yet | Create a repository and get everyone added to it. |
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Risks and Issues tables should be maintained across multiple documents.

Do not remove issues or risks from the tables once added, but make modifications to the status as necessary.

**Project Success Tracking**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Success Indicator** | 1/27 | 2/03 | 2/10 | 2/17 | 2/24 | 3/03 | 3/10 | 3/17 | 3/24 | 3/31 | 4/07 | 4/14 | 4/21 | 4/28 |
| Planned milestone events are being met | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Budget is under control | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Quality control results are within specifications | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Change control process indicates minimal requests for change | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project resources are being supplied per schedule | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project team appears to be cohesive and reasonably happy | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Users seem satisfied with progress of the work | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Top management remains visibly supportive of the project goals | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Third-party vendors are delivering quality items on schedule | N/A |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Risk events are under control and nothing unusual is appearing | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project training program is progressing according to plan | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Relationships with support groups have no identifiable issues | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |

Update the Project Success Tracking table for each new weekly report.

Use **OK** to indicate that the project is track according to that criteria, **NA** to indicate a non-applicable criteria, or a number with a note below.

Notes: