Weekly Report for Week Ending 2/3/17

Data 61 Team

Adam Hart  
Mitchell Gerard  
Nicholas Feikema  
Tyler Losinski

# Status Summary

* Had the initial meeting with our sponsor and set weekly meeting times for the month of February
* Had first weekly meeting with our sponsor
* Researched current integration tools provided by sponsor
* Set up different lines of communication, as well as a repository on GitHub and a Trello

## Top Highlights

* Looked at current integration tools and got a better understanding of what will work for our project
* Setting up a weekly meeting time that works well for both us and our sponsor despite different time zones
* Received data from sponsor

## Top Lowlights

* Failed to send skype calendar invite to sponsor as he requested
* Team members are still adjusting to our organizational tools, they needed to be used and checked more

# Activities, Accomplishments, and Project Effort

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member** | **Activity** | **Description** | **Status** | **Effort** |
| Tyler Losinski | Set up Trello and GitHub | Set up GitHub for version control and Trello of organization. Also added TA’s to these tools | Complete | 1 hour |
| Tyler Losinski | General Organizing | Organized our meeting room and assigned tasks to research for our meeting | Complete | .5 hours |
| Tyler Losinski | Worked on Weekly Report | Added a risk and some activities to the weekly report | Complete | .5 hours |
| Team | Project Specifications | Worked on the project specifications document and completed sections 1-3 | Complete | 3 hours x 4 |
| Nicholas Feikema | Sponsor Meeting Calendar Invite | Created and sent out a calendar event for our weekly sponsor meetings that will take place for the rest of February | Complete | .5 hours |
| Team | Research | Researched multiple links that were sent to us by our sponsor that involved data integration tools | Complete | 1-2 hours x4 |
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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**

* Start next week’s project specifications
  + Need to divide up the work
  + ~~Create an online word document~~

## Risks

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **Status** | **Risk** | **Owner** | **Probability/ Priority** | **Impact** | **Trigger** | **Recommendation / Resolution** |
| R001 | Open | No room to meet in for weekly meetings | team | 20%/Medium | We don’t have an adequate room to hold meetings | No place to meet | Find a place to meet weekly so we know we’ll always have a room for our meetings |
| R002 | Open | Communication with sponsor over Skype | team | 55%/Medium | Lack of progress | Can’t progress in the right direction | Use communication tools that are more reliable such as email, Slack, or IM |
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**Issues**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **RID#** | **Status** | **Issue** | **Owner** | **Due Date** | **Impact** | **Recommendation / Resolution** |
| I001 |  | Complete | No repository on GitHub yet | Tyler Losinski | 2/3/17 | Nowhere to store files yet | Create a repository and get everyone added to it. |
| I002 |  | Open | Sponsor has not been invited to organizational tools | Team | 2/5/17 | Text communication with sponsor is only available through e-mail | Invite sponsor to tool groups |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

1.) Failure to provide sponsor with Skype calendar invite as requested. Invites to tools should be prioritized.

2.) Failure of team member to use Slack vs. Group text created a little tension, but it was resolved.