Weekly Report for Week Ending 2/10/17

Data 61 Team

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Mitchell Gerard  
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Tyler Losinski

# Status Summary

* Project Specifications have been hashed out and finalized
* Team has finalized where and when to meet outside of class

## Top Highlights

* Started to meet as a group outside of class to discuss what needs to be done that week
* Each team member feels as if they have a proper understanding of what our project entails

## Top Lowlights

* Most group members were busy with a combined effort of other classes and career fair so not much had gotten done
* Presentation next week means we will need to pause schedule and present our progress

# Activities, Accomplishments, and Project Effort

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| --- | --- | --- | --- | --- |
| **Member** | **Activity** | **Description** | **Status** | **Effort** |
| Tyler Losinski | Organizing group objectives | Added cards to Trello for us to work on and made sure we we’re working on items to present. Setup a meeting agenda | Complete | 1.5 hours |
| Nicholas Feikema | Weekly Report 2/10 | Worked on creating and tweaking the new weekly report | Complete | 1 hours |
| Team | Weekly meetings | Had three meetings to discuss the project and talk to our sponsor | Complete | 3 hours |
| Team | User Cases | Started writing up user cases that we will try to use in our project | Started | .5 hours |
| Adam Hart | Research | Performed high-level research on the methodology of Extract Transform and Load lifecycles | Started | 1 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**

* + Project start presentation
    - Make a presentation for next Tuesday or Thursday and present to the class
  + Start design aspect of the project

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