Weekly Report for Week Ending 2/17/17

Data 61 Team

Adam Hart  
Mitchell Gerard  
Nicholas Feikema  
Tyler Losinski

# Status Summary

Our team has received all of the necessary test resources to begin construction of a rudimentary prototype. Our progress tracking system has been implemented and we have user stories broken down into verifiable tasks which have been assigned to team members.

## Top Highlights

* All ambiguity about the direction of the project has been ironed out after meeting with the sponsor
* Team morale is at an all-time high due to the mutual understanding of requirements

## Top Lowlights

* Adam is consistently late to appointments
* No code has been written at this stage

# Activities, Accomplishments, and Project Effort

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member** | **Activity** | **Description** | **Status** | **Effort** |
| Tyler Losinski | Correcting Project Audit | Made sure the TA could find our degree audit info | Complete | 1 hours |
| Team | Project Specifications | Finished section 4 of our project specifications document | Complete | 2 hours |
| Team | Weekly Sprints | Worked on organizing our weekly sprints | Complete | 2 hours |
| Team | General Meetings | Met 4 Times this week to discuss our project | Complete | 4 hours |
| Nicholas Feikema | Minutes | Has taken minutes in meetings for each of the meeting this week. Can be found in the Online Word Folder | Ongoing | 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**

* + - Deliver the first generation prototype of our software
    - Become more familiar with the agreed system of progress tracking and documentation through usage

## Risks

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **Status** | **Risk** | **Owner** | **Probability/ Priority** | **Impact** | **Trigger** | **Recommendation / Resolution** |
| R001 | Closed | 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 | Closed | 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 | OK |  |  |  |  |  |  |  |  |  |  |
| Budget is under control | OK | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |
| Quality control results are within specifications | OK | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |
| Change control process indicates minimal requests for change | OK | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |
| Project resources are being supplied per schedule | OK | 1 | OK | OK |  |  |  |  |  |  |  |  |  |  |
| Project team appears to be cohesive and reasonably happy | OK | 2 | OK | OK |  |  |  |  |  |  |  |  |  |  |
| Users seem satisfied with progress of the work | OK | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |
| Top management remains visibly supportive of the project goals | OK | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |
| Third-party vendors are delivering quality items on schedule | N/A | N/A | N/A | N/A |  |  |  |  |  |  |  |  |  |  |
| Risk events are under control and nothing unusual is appearing | OK | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |
| Project training program is progressing according to plan | OK | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |
| Relationships with support groups have no identifiable issues | OK | 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.