Weekly Report for Week Ending 3/3/17

Data 61 Team

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# Status Summary

We have finally started programming on the project. There is an early prototype of how the application should function in our repository and new we just have to implement a UI for the presentation.

## Top Highlights

* Started programming
* Our sponsor has cleared up questions we had about the programming aspect of the project

## Top Lowlights

* Adam missed our presentation
* Not a lot to present in our presentation

# Activities, Accomplishments, and Project Effort

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| --- | --- | --- | --- | --- |
| **Member** | **Activity** | **Description** | **Status** | **Effort** |
| Tyler Losinski | Programming | Created the excel parser and JSON Parser | Complete | 4 hours |
| Team | Presentation | Created and had our presentation | Complete | 1 hour |
| Team | Meetings | Four meetings to discuss our progress | Complete | 4 hours |
| Adam Hart | Programming | Created the Transform and Load aspect to the application | Complete | 7 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**

* + - Create test cases and UI for the application
    - Finish an early midterm presentation for Iman to look over

## Risks

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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**

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