Weekly Report for Week Ending 3/3/17

Data 61 Team

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# Status Summary

We successfully managed to make a basic UI to demo our project with. We were also able to give an early version of our midterm presentation to our sponsor to see what he thought of our progress and tell us what to add when we give the real presentation to the class.

## Top Highlights

* Made a working prototype
* Sponsor was happy with our early presentation and felt we explained our project well

## Top Lowlights

* Despite sponsor being happy with our early presentation, presentation was not as well developed as we had hoped in time to present to our sponsor as we hade hoped.
* Programming became a little more one-sided than intended for the week

# Activities, Accomplishments, and Project Effort

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member** | **Activity** | **Description** | **Status** | **Effort** |
| Adam Hart | Programming | Wrapped code into Web API 2 | Complete | 6 hours |
| Mitchell Gerard | Programming | Wrote a basic webpage to consume the API | Complete | 0.5 hours |
| Adam Hart | Programming | Rewrote API and webpage to iron out issues | Complete | 3 hours |
| Team | Presentation | Made midterm presentation slides | Complete | 1.5 hours |
|  |  |  |  |  |
|  |  |  |  |  |

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
    - Complete midterm presentation

## 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 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**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 |
| I003 |  | Open | Daylight Savings Time in both USA and AU | Team | March/April | Meeting times will shift based on Daylight Savings Time in both countries, which start on different days | Adjust meeting times based on these changes |
|  |  |  |  |  |  |  |  |

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 | 3 |  |  |  |  |  |  |  |  |
| Budget is under control | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Quality control results are within specifications | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Change control process indicates minimal requests for change | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Project resources are being supplied per schedule | OK | 1 | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Project team appears to be cohesive and reasonably happy | OK | 2 | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Users seem satisfied with progress of the work | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Top management remains visibly supportive of the project goals | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Third-party vendors are delivering quality items on schedule | N/A | 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 | OK |  |  |  |  |  |  |  |  |
| Project training program is progressing according to plan | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Relationships with support groups have no identifiable issues | OK | 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.

3.) Intended to have full presentation ready for Iman, only provided an early version.