Weekly Report for Week Ending 3/24/17

Data 61 Team

Adam Hart  
Mitchell Gerard  
Nicholas Feikema  
Tyler Losinski

# Status Summary

Started working on our second official sprint / User story and our second official prototype.

## Top Highlights

* Our sponsor is happy with our project thus far and has given us more features he wishes to implement in the next user story
* The group is positive and is ready to get to the next step of our project.

## Top Lowlights

* Spring break made it so our next sprint started late in the week and not much got done in the earlier half.

# Activities, Accomplishments, and Project Effort

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member** | **Activity** | **Description** | **Status** | **Effort** |
| Tyler Losinski | User story creation | Helped redefine what user stories we were working on this week with our sponsor | Complete | .5 hours |
| Team | Research | Researched wrapping code in backend and sending it to the back end | Complete | 2 hours x 4 |
| Team | Familiarize ourselves with our code | After the break, got ourselves more familiar with code that was previously written by us and others to help us in the future of our project | Ongoing | 3 hours x 4 |
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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**

* + - Complete our user stories and testing that is what makes up our next user story

## 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 |
| R003 | Open | No testing thus far | Team | 40%/Medium | Surprise bugs may pop up due to not testing yet | May set us back in our project | Complete Unit testing and other testing as soon as possible |
|  |  |  |  |  |  |  |  |

**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 |  | Complete | 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 | 4 | OK |  |  |  |  |  |  |
| Budget is under control | OK | OK | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |
| Quality control results are within specifications | OK | OK | OK | OK | OK | OK | OK | 5 |  |  |  |  |  |  |
| Change control process indicates minimal requests for change | OK | OK | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |
| Project resources are being supplied per schedule | OK | 1 | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |
| Project team appears to be cohesive and reasonably happy | OK | 2 | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |
| Users seem satisfied with progress of the work | OK | OK | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |
| Top management remains visibly supportive of the project goals | OK | OK | 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 | N/A | N/A |  |  |  |  |  |  |
| Risk events are under control and nothing unusual is appearing | OK | OK | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |
| Project training program is progressing according to plan | OK | OK | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |
| Relationships with support groups have no identifiable issues | OK | OK | 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.

4.) Missed a task in our sprint to create test cases. It’ll will be moved to the next sprint

5) Possible that test cases being moved back may hurt our project in the long run. We plan on testing being done early next week to ensure no problems