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|  | **Weekly Team Task Report** | **2** |

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| Team:Small Cloud Shield | | | | | **Date:**  **October 4, 2018** | |
| **Project Title: Predictive Storage Tiering during Data Ingest** | | | | | | |
| page1image3829984 | **Cole Neubauer**  Present  On-time |  | **Zhaolu Yang**  Present  On-time |  | | **Austin Torrence**  Present  On-time |

### Recent Meetings:

* Mini Presentation prep meeting on October 1, 2018
* Sponsor meeting on October 4, 2018

### TASKS COMPLETED since last meeting:

<See Instructions attached. Just copy-paste and fill in the template table below for all tasks; one of these tables for each task.

A “typical” task report will be about 2-4 pages. Please print, staple, and present in hardcopy to mentor at meeting>

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| **Task Title: Prepare Mini-Intro Presentation** | **Task Initiation: 9/26/2018** | **Orig. Due Date: 10/2/2018** | **Status: completed** |
| **Who (%): Cole 33%, Austin 33%, Zhaolu 33%** | | | |
| **Description:** We will need to prepare and practice a presentation briefly explaining our project | | | |
| **Expected Outcome:** A professional presentation | | | |

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| **Task Title: Contact Sponsor** | **Task Initiation:** 9/28/18 | **Orig. Due Date:** 10/4/18 | **Status:** completed |
| **Who (%): Cole** | | | |
| **Description:** Contact the sponsor and set up the second meeting between the team and the sponsor. | | | |
| **Expected Outcome:** Talk about more details about the capstone project. Set up plans for the next week. | | | |

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| **Task Title: Task Report** | **Task Initiation:** 9/28/2018 | **Orig. Due Date:** 10/4/2018 | **Status:** completed |
| **Who (%): Zhaolu** | | | |
| **Description:** A task report indicating who worked on completed tasks and what tasks will be next one will be created. | | | |
| **Expected Outcome:** The team will have a professional document which keeps track of each team members production and expectations of team members. | | | |

### This week’s Tasks: Work plan for coming week

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| **Task Title: Initialize Website** | **Task Initiation:** | **Orig. Due Date: 10/9/2018** | **Status:** assigned |
| **Who (%): Austin** | | | |
| **Description:** The website will need to be initialized with basic project information. | | | |
| **Expected Outcome:** A clean, attractive, professional, and confidence inspiring landing page that includes basic project information. | | | |

### Upcoming Tasks: Planning

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| **Task Title: Fully initialized team website** | **Who (%): Cole, Austin, Zhaolu** | **Rough Due Date:** 10/15/2018 |
| **Description:** The team website will need to be done with a clean, attractive, professional, confidence inspiring project information. | | |

### Other Problems / Other Issues:

* Not yet