

Team report:

Since this is the first team status report there are no previous goals that need to be reported.

For this week the team completed creating a brief layout of how our application will look like, using draw.io in order to create the wireframe, what features we want to be implemented into the notes application. We decide that with the base features of it we want to add a rating system with a scale of one to five, a sorting system where the notes can be sorted by alphabetical order or rating, a search system, and customization styles based on the user's preference. We brainstormed functions that we can incorporate into the development of the application for ethical considerations. Together we worked on completing the first sprint that involved the ethical consideration and the wireframe for the UI. Additionally, the github for this project we set up and shared among the team members.

Some of the goals for next week is that each team member creates a Trello account, so the work can be completed when one team member creates a backlog, todo, doing, and done tabs. The goal is to create user stories in Trello in order to complete the next milestone/sprint. For next week Brijesh will be responsible for creating the Trello board and as a team we will work on sprint to create the user stories that will implement the features.

The agenda for future meetings is meeting on Tuesday and Thursday at 1:00 pm to 2:15 pm and if needed add another meeting to the agenda between Friday and Sunday.

Due: Individual status reports by **every Sunday 11:59**

Due: Team status reports by **every Sunday 11:59**

Weekly status reports help to keep your boss, the executives, the customers, and yourselves informed about your progress. It ensures that you understand your problems, notice if you are unproductive, and get help.

Just like in a real software development project, each week

- You will send an individual status update to your team each week. This usually fits on a page. Every team member should read every individual status report, before the weekly team meeting.
- Your team will provide a team status update to management each week. This must fit on a single page.

Each status update should have three sections. Each section is typically about the size of a paragraph, but it can be organized as bullet points or in some other clear way.

- The first section is easy. It should be an exact copy of the third section from last week — that is, your goals from a week ago. (It can be empty for the first .)
- The second section should report the progress you've made this week: what you've done, what worked, what you learned, where you had trouble, and where you are stuck.

This week our team created a brief layout of how our application will look like, and made note of what functions our application will include that feeds into its purpose. Also, we brainstormed functions that we can include into the development of the application for ethical considerations. We worked together and completed our Sprint 1.

- The third section should outline your plans and goals for the following week (including, in the team report, who is responsible). Bullet points are fine. If

tasks from one week aren't yet complete, they should roll over into your tasks for the next week. It's good to include some less-detailed longer-range schedule items in this list as well, so that you don't think just about the next week.

- Team reports should have a fourth section: an agenda for the meeting with your Instructional Team.

Agenda:

Submission

You will submit your individual and team status reports on Canvas. The first team status report and individual status reports are due on Nov. 1

What was planned last week:

None, since this is the first team status report.

What was finished this week:

This week our team created a brief layout of how our application will look like, and made note of what functions our application will include that feeds into its purpose. Also, we brainstormed functions that we can incorporate into the development of the application for ethical considerations. We worked together and completed our Sprint 1. Additionally, the github for this project was set up.

Goals for next week:

Make a board with things to do

Create user stories on Trello

Agenda for future meeting:

Tuesday 1:00 - 2:15pm

Thursday 1:00 - 2:15pm

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