Team Report:

For the following weeks, our goal is to create a working version of our note application with the features that were planned. This one of the goals for this sprint that was not completed so it will be carried over to sprint five. For some more long term goals implementing all the base features will be part of it. Another goal is to complete the team and the individual report. The work will be divided on how the group members are comfortable with each part, front end, back end, documation, etc.

For the week we completed working on the flask activity that would complete the baseline features of the notes application. Since that had all that features for the milestone we used that for submission for this week, but changed some of the elements so it would fit to our project. Some of the areas we had trouble with are completing some of the parts of the baseline features since errors would occur with typos, otherwise, there was not much trouble or confusion for the work of this week.

The goals of the next milestone is to add a feature to the notes application, out of ones that we established in an early milestone. Along with adding a feature also includes updating/creating a new view with the css/html, testing the application, and committing the changes with the pertinent messages to Github. For this feature the work will be divided based on the comfort with each group member with implementing the feature in terms of the coding. Some of the next goals is to start adding more features and start working on the presentation for the project.

Meeting with our instructional team will be on either Tuesday or Thursday of next week during class time 1:00pm to 2:15pm. Meeting with group members will be on Tuesday and Thursday next week, if need more time will be scheduled depending upon the availability of group members and how the workload is divided.

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 .)
  - For the following weeks, our goal is to create a working version of our note application with the features that were planned. This one of the goals for this sprint that was not completed so it will be carried over to sprint five. For some more long term goals implementing all the base features will be part of it. Another goal is to complete the team and the individual report. The work will be divided on how the group members are comfortable with each part, front end, back end, documation, etc.
- 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.
  - For the week we completed working on the flask activity that would complete the baseline features of the notes application. Since that had all that features for the milestone we used that for submission for this week, but changed some of the elements so it would fit to our project. Some of the areas we had trouble with are completing some of the parts of the baseline features since errors would occur with typos, otherwise, there was not much trouble or confusion for the work of this week.
- 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.

- ○ The goals of the next milestone is to add a feature to the notes application, out of ones that we established in an early milestone. Along with adding a feature also includes updating/creating a new view with the css/html, testing the application, and committing the changes with the pertinent messages to Github. For this feature the work will be divided based on the comfort with each group member with implementing the feature in terms of the coding. Some of the next goals is to start adding more features and start working on the presentation for the project.
- Team reports should have a fourth section: an agenda for the meeting with your Instructional Team.
  - ○ Meeting with our instructional team will be on either Tuesday or Thursday of next week during class time 1:00pm to 2:15pm. Meeting with group members will be on Tuesday and Thursday next week, if need more time will be scheduled depending upon the availability of group members and how the workload is divided.

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