

Team Report:

For this week the work that needs to be accomplished is sprint four which will involve testing since this milestone will require us to define the criteria for the user stories for our application. From the last sprint one of the goals was to start implementing the note applications according to our UI and that goal was not achieved, so that goal will be set for this week and we will try to implement that goal for our project. Another goal is to complete the reports for that sprint the team report and the individual report. If these goals are reached before the end of sprint four then working implementing more features will be started.

This week what needed to be accomplished in sprint 4 was created features and scenarios for our user stories. We split up the work where everyone would take 2-4 user stories and add the feature and scenarios for each story. One of the problems we had was if we had to use a first person perspective as the user or if we could use third person. Ultimately it didn't matter so we continued on with our features and scenarios.

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, documentation, etc.

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 this week the work that needs to be accomplished is sprint four which will involve testing since this milestone will require us to define the criteria for the user stories for our application. From the last sprint one of the goals was to start implementing the note applications according to our UI and that goal was not achieved, so that goal will be set for this week and we will try to implement that goal for our project. Another goal is to complete the reports for that sprint the team report and the individual report. If these goals are reached before the end of sprint four then working implementing more features will be started.
- 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 what needed to be accomplished in sprint 4 was created features and scenarios for our user stories. We split up the work where everyone would take 2-4 user stories and add the feature and scenarios for each story. One of the problems we had was if we had to use a first person perspective as the user or if we could use third person. Ultimately it didn't matter so we continued on with our features and scenarios.
- 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.
 - For the following weeks, our goal is to create a working version of our note application with the features that were planned.
- 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