

## Team report:

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.

As a group we completed the project milestone 2 during our meeting time in class on Tuesday. The group leader created and shared the trello board with all the group members. After creating the trello board we added items that need to be added to its respective cards in trello. All the user stories we added the backlog section since they still need to be implemented. The two tasks that were added to the done card were the github creation and the accounts/card for trello. What we learned was how user stories will be applied to our product. We really did not have trouble or were stuck this week completing the milestone and other work.

The work for next week will involve completing the work for next week: work on Data Flow Diagram, update Lo-Fi UI prototypes, individual and team report. One thing that we might start on is creating the notes product and designing according to our draw.io UI. As a group we will work on milestone 3 and the team report, but will we split the work for creating the notes depending upon the preference for each group member. The individual reports will be done individually. Some of the goals of next week are to complete milestone 3 and try to implement the design of our product if time is available. For milestone 3 means to complete the data flow diagram and update the Lo-Fi UI that was created earlier in milestone 1.

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 on the availability of group members.

Progress:

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Next Week:

Work on Data Flow Diagram

Update Lo-Fi UI prototypes.

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.

# Status Report

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.
  - As a group we completed the project milestone 2 during our meeting time in class on Tuesday. The group leader created and shared the trello board with all the group members. After creating the trello board we added items that need to be added to its respective cards in trello. All the user stories we added the backlog section since they still need to be implemented. The two tasks that were added to the done card were the github creation and the accounts/card for trello. What we learned was how user stories will be applied to our product. We really did not have trouble or were stuck this week completing the milestone and other work.
- 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 work for next week will involve completing the work for next week: work on Data Flow Diagram, update Lo-Fi UI prototypes, individual and team report. One thing that we might start on is creating the notes product and designing according to our draw.io UI. As a group we will work on milestone 3 and the team report, but will we split the work for creating the notes depending upon the preference for each group member. The individual reports will be done individually.
- 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 on the availability of group members.

## 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

