

Team report:

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.

For this week we decided to split the work for each part: Albert and Cameron worked on part one of the sprint three completing the data flow diagram. For part two of sprint three it was completed by Andrei. Albert and Cameron and for part three of the sprint three updating the UI it was completed by Andrei and Brijesh. Supriya made sure we completed everything correctly and completed documentation. We all completed the team report and individually completed the individual report. What we learned was how the database for the users and notes will interact with the program itself. One area of trouble we had was working the part two of the sprint two since it was confusing to answer the questions. One of the goals we did not achieve this week was to start creating our representation of notes application, but that will start for next week's sprint since we could not complete in this sprint three.

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.

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 .)
 - 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.
- 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 this week we decided to split the work for each part: Albert and Cameron worked on part one of the sprint three completing the data flow diagram. For part two of sprint three it was completed by Anderi and for part three of the sprint three updating the UI it was completed by Anderi and Brijesh. Supriya made sure we completed everything correctly and completed documentation. We all completed the team report and individually completed the individual report. What we learned was how the database for the users and notes will interact with the program itself. One area of trouble we had was working the part two of the sprint two since it

was confusing to answer the questions. One of the goals we did not achieve this week was to start creating our representation of notes application, but that will start for next week's sprint since we could not complete in this sprint three.

- 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 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.
- 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