BI-WEEKLY REPORTS – TEAM 18 -PLACED2

(Week 5-6) – 16 November 2015

TEAM MEMBERS: Anastasia Ar_vika_ Christy**,** _Anita_ Ghoddoomi-Zadeh

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SUMMARY TO DATE

Data Gathering
- We have held interviews with students with regards to their experiences with previous projects.
- We have also conducted interviews with a TA and Dr.Dean Mohamedally in order get more information about their roles and responsibilities in student projects and their opinions and suggestions about Project Placed.
- We created a student questionnaire which we distributed to second year students (to gather more data about their experiences with past projects). We then created a further questionnaire to distribute to students from other years, although there were few responses. Those questions were included in Dr.Dean Mohamedally's student survey so we are hoping to get data from that which will be useful to our project. We have also produced data analysis based on gender on the first questionnaire (as requested by Dean) that will be used by the department.
- Over the past two weeks we have been analysing the structure of other teams' biweekly reports. Using that information, we have created a template for a biweekly report that could be used within the platform.
- All the reports and information gathered has been uploaded onto our Trello board and has been shared by the client.

Research
- We have been continuing to research other project management tools, focussing on their functionality and the features which make them successful.
- We have also been researching different methods of report tracking.

Technical Aspects
- We have been continuing to learn Python/Django and AngularJS (using sources such as Codecademy and Lynda). We are also starting to have a look at other tools we will be using (such as the Ionic framework).

MEETING DETAILS/ SUMMARY

Meeting with dean – 17th november 2015
Dean reviewed our questionnaire, gave us some advice about writing questions, and incorporated some of our questions into a larger questionnaire that he will distribute to all CS students (from all years). We are now waiting for the results of that questionnaire so that we can report the relevant information back to our clients. Dean also gave us further suggestions for our project (e.g. TA allocation).

Client meeting – 18th November 2015
Attendee: Niall Roche
We updated our client with the progress we had made and presented the results from our second questionnaire. We discussed the tasks we would be working on in the upcoming weeks.

Team meeting 1 (Lab) – 19th november 2015
Scheduled 19th November 2015 – also arranged with Dr. Dean Mohamedally
Place: Lab 1.21 Roberts Building UCL
We gathered the reviews from our client, reconstructed our questionnaire and also planned our website. We were also informed that we will be given access to the website portal from our client in the next few weeks.

Team meeting 2 (Lab) – 26th november 2015
Scheduled 19th November 2015 – also arranged with Dr. Dean Mohamedally
Place: Lab 1.21 Roberts Building UCL
We reviewed the work completed over the past week, and planned our next tasks. We worked on our team website (planning the pages and content we will be including and creating a git repository to help us manage the code). We also worked on the report and communicated with our client (by email).

IN PROGRESS

- We will be continuing our research and data gathering. We have created a simple template for a biweekly report using Microsoft Word. We will now need to research other tools which can be used to create a template.
- We will create a formal document/ list of requirements to summarise what we have researched and our ideas of a helpful project management tool.
- Communication with client to get further tasks.
- Further study of Python/Django/AngularJS/Ionic Framework
- We are working on the student website for our project.
- We are also waiting for the results of the Student Survey.

MEMBERS REPORT

Vika
I am responsible to keep contact with the client, distributing the questionnaire and analyzing the data from the questionnaire. I have been brushing up my AngularJS and Python skills which are the tools and languages that will be used in the project.

Anita
I have been continuing my research, looking at popular project management tools used at the moment. Over the past week, I have been collecting samples of other bi-weekly reports and analysing the structures of these reports. From this, I created a simple template of a biweekly report (which includes common aspects that are currently being used in the students' biweekly reports). I have also been studying the tools and languages we will need to use in the future (currently focusing on Javascript/AngularJS).