1. **Gajula, Vineeth**
2. Team D – Phoenix
3. Client: Dr. Michael Oudshoorn (oudshoorn@nwmissouri.edu)
4. Project: Project Management collaboration tool
5. Team Role: Communications and documentation management
6. Iteration plan:

I have been assigned the role of Communications and documentation management for this project. I am responsible for tracking the changes in documentation and manage the communications for the project.

**Accomplishments made last week:**

* Documented project management plan which includes the creation of Gantt Chart, writing Risk management, scope management and quality management plans for the project.
* Documented the Cost/Time effort estimation for the project.
* Proofread the test cases for the shared document prepared by anudeep.
* Documented the non-functional requirements in the requirements document for the project.
* Developed prototypes for shared calendar requirement.
* Documented the remaining test cases for shared calendar requirement.
* Proofread the test suite prepared by Anudeep.
* I spent around 40 hours outside class towards the project.

**Tasks to complete this week:**

* Complete the remaining nonfunctional requirements for the project.
* Document remaining additional features for the project.
* Proofread the entire requirements document.
* Work along with Hemanth in designing the software architecture for the project.
* Proofread the final presentation slides prepared by Shravani.
* Push the documents to the GitHub repository.
* I will dedicate around 37 hours this week outside the class to contribute towards the progress of the project.

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1. **Gajula, Vineeth**
2. Team D – Phoenix
3. Client: Dr. Michael Oudshoorn (oudshoorn@nwmissouri.edu)
4. Project: Slack/Hipchat collaboration tool
5. Team Role: Communications and documentation management
6. Iteration plan:

I have been assigned the role of Communications and documentation management for this project. I am responsible for tracking the changes in documentation and manage the communications for the project.

**Accomplishments made last week:**

* Discussed about the functional specifications and the software architecture of the project.
* Documented the project materials and ensured that they are pushed to the GitHub repository by Sanjay.
* Added few more test cases to the SRS for shared calendar requirement.
* Modified the requirements document.
* Proofread the task management test cases which were developed by Sanjay.
* Updated the current problem statement.
* Researched few software architecture sample documents and analyzed the crucial aspects of our project like what are the different view levels, dynamic aspects etc.
* I spent around 37 hours outside class towards the project.

**Tasks to complete this week:**

* Document the software architecture which describes the structure of the system and analyzes all the relationships among the elements involved.
* Proofread the test cases prepared by anudeep for the shared document requirement.
* Develop prototypes for the shared calendar requirement.
* Document the functional specification for the shared calendar requirement.
* Document the remaining test cases for shared calendar requirement.
* Develop PERT chart to represent tasks for the project.
* Work on completing the shared document requirement in SRS.
* I will dedicate around 40 hours this week outside the class to contribute towards the progress of the project.