**Weekly Status Report**

Roles switch on Tuesdays after demo. Project management meeting on Monday after class.

**Week 1: Team Leader - Ashleigh**

**Roles:**

Database/Back-end Developer: 15 mins database (Everyone)

Middleware Developer: None

Front-End Developer: Brendon

Technical Writer: Ashleigh, Isaac, Jacob, Brendon

**Review (major tasks & assignments):**

Documents to be submitted to D2L:

* Project Charter (Ashleigh, 45 mins)
* BRD (Sections 1-4) (Isaac (1,2,3,4 without UML), Jacob UML, Brendon (UI Mockup - 15 minutes + Gantt Chart - 2 hours + Web Design - 15 minutes)
* Task Logs (Ashleigh, 20 mins?)
* Weekly Status Report (Ashleigh, 30 mins)

**Notes:**

Summary:

Status: on time. Met all goals and deadlines, no issues from previous week.

Completed all tasks before end of day on Monday, 14th.

Key milestones:

Demo completed Tuesday 15th.

Key accomplishments:

Team works well together.

Tasks/Assignments for the coming week:

Assignments:

* Git repository report
* Task logs
* Status report
* Demo

Tasks:

Ashleigh

* Starting working on the HTML bare bones of website

~~Tasks Completed in the previous week:~~

Issues and risks:

**Week 2: Team Leader - Brendon**

**Roles:**

Database/Back-end Developer:

Middleware Developer:

Front-End Developer: Ashleigh

Technical Writer: Brendon

**Review (major tasks & assignments):**

Documents to be submitted to D2L:

* Completed BRD
* Git Repository Report
* Task Logs
  + Weekly Status Report

**Notes:**

Summary:

Key milestones:

Key accomplishments:

Tasks/assignments for the coming week:

Tasks completed in the previous week:

Issues and Risks:

**Week 3: Team Leader - Jacob**

**Roles:**

Database/Back-end Developer:

Middleware Developer:

Front-End Developer:

Technical Writer:

**Review (major tasks & assignments):**

Documents to be submitted to D2L: None

**Notes:**

Summary:

Key milestones:

Key accomplishments:

Tasks/assignments for the coming week:

Tasks completed in the previous week:

Issues and Risks:

**Week 4: Team Leader - Isaac**

**Roles:**

Database/Back-end Developer:

Middleware Developer:

Front-End Developer:

Technical Writer:

**Review (major tasks & assignments):**

Documents to be submitted to D2L: None

**Notes:**

Summary:

Key milestones:

Key accomplishments:

Tasks/assignments for the coming week:

Tasks completed in the previous week:

Issues and Risks:

**Week 5: Team Leader - Ashleigh**

**Roles:**

Database/Back-end Developer:

Middleware Developer:

Front-End Developer:

Technical Writer:

**Review (major tasks & assignments):**

Documents to be submitted to D2L: None

**Notes:**

Summary:

Key milestones:

Key accomplishments:

Tasks/assignments for the coming week:

Tasks completed in the previous week:

Issues and Risks:

**Week 6: Team Leader - Ashleigh**

**Roles:**

Database/Back-end Developer:

Middleware Developer:

Front-End Developer:

Technical Writer:

**Review (major tasks & assignments):**

Documents to be submitted to D2L: None

**Notes:**

Summary:

Key milestones:

Key accomplishments:

Tasks/assignments for the coming week:

Tasks completed in the previous week:

Issues and Risks:

**Week 7: Team Leader - Ashleigh**

**Roles:**

Database/Back-end Developer:

Middleware Developer:

Front-End Developer:

Technical Writer:

**Review (major tasks & assignments):**

Documents to be submitted to D2L: None

**Notes:**

Summary:

Key milestones:

Key accomplishments:

Tasks/assignments for the coming week:

Tasks completed in the previous week:

Issues and Risks: