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|  | **Weekly Team Task Report** | **report # 1** |

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| Team: Team VirusWatch | | | | | | **Date:9/17/20** | | |
| **Project Title: VirusWatch** | | | | | | | | |
|  | **Kevyn Sisante**  Present  On-time |  | **Anas Albedaiwi**  Present  On-time |  | **Ziang Zhou**  Present  On-time | |  | **Bryan Stahman**  Present  On-time |

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|  | **Colton Barboro**  Present  On-time |

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### Recent Meetings:

* Team Meeting - Sunday 9/12/20 3PM - 5:30PM

### TASKS COMPLETED since last meeting:

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| **Task Title: Cover Page Creation** | **Task Initiation:** 9/13/20 | **Orig. Due Date:** 9/17/20 | **Status:** completed |
| **Who (%): Kevyn Sisante, 100%** | | | |
| **Description:** Created template for cover page to use for all team documents. | | | |
| **Expected Outcome: Usable template for all team documents** | | | |

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| **Task Title: Team Inventory** | **Task Initiation:** 9/13/20 | **Orig. Due Date:** 9/17/20 | **Status:** completed |
| **Who (%):** Bryan Stahman, 100% | | | |
| **Description:** Filled out the personal skills, work experience, education and other interests for the team inventory document. | | | |
| **Expected Outcome:** To have a fully completed team inventory. | | | |

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| **Task Title: Team Inventory** | **Task Initiation:** 9/13/20 | **Orig. Due Date:** 9/17/20 | **Status:** completed |
| **Who (%):** Kevyn Sisante, 100% | | | |
| **Description:** Filled out the personal skills, work experience, education and other interests for the team inventory document. | | | |
| **Expected Outcome:** To have a fully completed team inventory. | | | |

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| **Task Title: Team Inventory** | **Task Initiation:** 9/13/20 | **Orig. Due Date:** 9/17/20 | **Status:** completed |
| **Who (%):** Colton Barboro, 100% | | | |
| **Description:** Filled out the personal skills, work experience, education and other interests for the team inventory document. | | | |
| **Expected Outcome:** To have a fully completed team inventory. | | | |

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| **Task Title: Team Inventory** | **Task Initiation:** 9/13/20 | **Orig. Due Date:** 9/17/20 | **Status:** completed |
| **Who (%):** Anas Albedaiwi, 100% | | | |
| **Description:** Filled out the personal skills, work experience, education and other interests for the team inventory document. | | | |
| **Expected Outcome:** To have a fully completed team inventory. | | | |

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| **Task Title: Team Inventory** | **Task Initiation:** 9/13/20 | **Orig. Due Date:** 9/17/20 | **Status:** completed |
| **Who (%):** Ziang Zhou, 100% | | | |
| **Description:** Filled out the personal skills, work experience, education and other interests for the team inventory document. | | | |
| **Expected Outcome:** To have a fully completed team inventory. | | | |

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| **Task Title: Team Standards** | **Task Initiation:** 9/13/20 | **Orig. Due Date:** 9/17/20 | **Status:** completed |
| **Who (%):**  Bryan Stahman, 20% Kevyn Sisante, 20% Colton Barboro, 20% Ziang Zhou, 20% Anas Albedaiwi 20% | | | |
| **Description:** Worked as a team in voice chat to fill out the Team Standards Document. We all discussed which roles would suit us best, and general expectations for the team. | | | |
| **Expected Outcome:** The completed Team Standards Document | | | |

### This week’s Tasks: Work plan for coming week

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| **Task Title: Client Meeting** | **Task Initiation:** 9/21/20 | **Orig. Due Date: N/A** | **Status:** in progress |
| **Who (%):**  Bryan Stahman, 20% Kevyn Sisante, 20% Colton Barboro, 20% Ziang Zhou, 20% Anas Albedaiwi 20% | | | |
| **Description:** Set up and host a meeting with our client, Dr. Crystal Hepp, to verify requirements and hold a basic Q & A. We will all prepare questions beforehand, to ensure that we are prepared for the meeting. | | | |
| **Expected Outcome:** A clearer understanding of our project and increased rapport with our client. | | | |

### Upcoming Tasks: Planning

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| **Task Title:** Team Mini Intro | **Who (%):** Bryan Stahman, 20% Kevyn Sisante, 20% Colton Barboro, 20% Ziang Zhou, 20% Anas Albedaiwi 20% | **Rough Due Date:** 9/25 |
| **Description:** Mini Introductions of team and project. | | |

### Other Problems / Other Issues:

* Trouble getting an email back from the client