# **CSC154 Software Development**

# **Project Weekly Progress Status Report Template**

**Project Name: OmniStock**

**Team Number: 7**

**Project Manager:** Brandon Tatum

**Team Members:**

* Esteban Spadea
* Bethany Hill
* Serina Rodriguez
* Dillon Hollis

**Date Duration for this week:** 2/17 - 2/23

**Tasks scheduled for this week:**

* Conduct weekly team meeting (Feb 18th)
* Finalize project direction and scope
* Draft and share project overview to group for feedback
* Host an all-day virtual check-in via teams (Feb 23rd)
* Evaluate and adjust meeting schedule to better accommodate the team
* Send team-wide email outlining software tools, expectations and responsibilities
* Reach out to assigned mentor for project review and feedback

**Tasks completed for this week:**

* Mass Email Sent: Brandon sent a mass email to the team early in the week outlining:
  + *Software tools being used (Jira, Teams, GitHub)*
  + *Weekly expectations (reviewing project overview, attending team meetings)*
  + *General team collaboration expectations*
* Weekly Meeting (Feb 18): Only Brandon and Serina attended; both decided on the project direction and scope.
* Project Overview Draft: Brandon completed the draft and uploaded it to GitHub for team review.
* Review & Feedback: Only Serina reviewed the draft and provided feedback.
* Virtual Check-in (Feb 23): Only Serina checked in throughout the day.
* Meeting Schedule Change: Weekly meeting moved from Tuesdays at 7 PM to Wednesdays at 7 PM to better accommodate all team members.
* Mentor Outreach: Brandon emailed the assigned mentor using both personal and school email but has not received a response yet.

**Open issues for this week:**

* Low participation from other team members in meetings and review processes.
* Still awaiting feedback from group members on the project overview draft.
* Mentor has not responded to initial contact attempts.
* Difficulty ensuring all members are engaged in the early project planning phase.

**Open changes for project plan and the reasons for the changes:**

* **Changes:**
  + Adjusted expectations for team participation based on attendance.
  + Changed weekly meeting time to Wednesdays at 7 PM to better fit team schedules.
* **Reasons:** 
  + Most team members did not engage in scheduled activities.
  + Optimizing meeting time to increase participation.

**Tasks completed by each team member (type the name of project manager and each member):**

* **Brandon Tatum (PM):**
  + **Sent mass email with team expectations and software tools.**
  + **Led the weekly meeting (with Serina).**
  + **Finalized and posted the project overview draft to GitHub.**
  + **Attempted to engage team members for feedback.**
  + **Facilitated team discussion to adjust weekly meeting schedule.**
  + **Reached out to assigned mentor but has not received a response.**
* **Esteban Spadea (Team Member):**
  + *Did reach out before team meeting on Tuesday and gave personal schedule to better facilitate availability for team meetings. Otherwise, no participation this week.*
* **Bethany Hill (Team Member):** *Reached out via email and apologized for not making the meeting. Otherwise, no participation this week.*
* **Dillon Hollis (Team Member):** *Reached out via email concerning potential schedule changes to help facilitate availability for entire group. Otherwise, no participation this week.*
* **Serina Rodriguez (Team Member):**
  + **Participated in weekly group meeting and helped determine project path, scope and project name.**
  + **Provided group meeting notes and posted for absent members.**
  + **Sent team message out via teams about proposed weekly meetings schedule change.**
  + **Reviewed and provided feedback on the project overview draft.**
  + **Attended Friday’s all-day virtual**

**Tasks scheduled for next week:**

* Address feedback and finalize the project overview for submission.
* Attempt to engage absent team members in project discussions.
* Assign initial development tasks based on finalized project scope.
* Conduct first Wednesday 7 PM team meeting.
* Follow up with assigned mentor if no response is received.
* Create and share an overview of using JIRA and GitHub as it concerns the group to help facilitate group involvement.