# **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:** 2/24 – 3/2

**Tasks scheduled for this week:**

* Conduct weekly team meeting at the revised meeting time (Feb 26th)
* Provide feedback on the project overview draft
* Create an informational resource on how to use JIRA and GitHub for the project
* Reach out to assigned mentor for project review and feedback

**Tasks completed for this week:**

* **Weekly Team Meeting –** *Achieved 80% attendance.*
* **Mentor Outreach –** *The assigned mentor was contacted, and an overview draft was submitted. However, feedback was not received before the deadline.*
* **JIRA & GitHub Guide –** *A short informational video was created to demonstrate how to use these tools for project collaboration.*
* **Project Overview Feedback –** *Team members provided feedback on the group overview draft.*

**Open issues for this week:**

* **Delayed Mentor Feedback** – The mentor has not yet provided feedback on the project overview draft, impacting any potential revisions before submission.
* **JIRA Issues –** One team member attempted to join JIRA using a personal email instead of the Wake Tech email, causing delays in account setup. Also, one team member provided feedback on an old project that has since been deleted.

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

* **Changes:**
  + *Removal of the virtual all-day check-in from the weekly schedule.*
* **Reasons:** 
  + *Due to increased meeting attendance and stronger group participation, the additional check-in became redundant and was deemed unnecessary.*

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

* **Brandon Tatum (PM):**
  + *Created and shared an informational video on JIRA & GitHub*
  + *Led the weekly team meeting*
  + *Contacted the assigned mentor and submitted the project overview draft*
* **Esteban Spadea (Team Member):** 
  + *Notified the team of his absence from the meeting in advance.*
  + *Requested JIRA access via a personal email instead of the Wake Tech email, requiring resolution.*
  + *Did not provide feedback on the draft.*
* **Bethany Hill (Team Member):** 
  + *Attended the weekly team meeting.*
  + *Attempted to provide feedback on the project overview*
* **Dillon Hollis (Team Member):** 
  + *Attended the weekly team meeting.*
  + *Provided feedback on the project overview draft*
* **Serina Rodriguez (Team Member):** 
  + *Attended the weekly team meeting*
  + *Provided feedback on the project overview draft.*
* **Tasks scheduled for next week:**
  + Conduct the weekly team meeting.
  + Hold a Sprint 1 Retrospective to discuss progress and challenges.
  + Plan for Sprint 2 and outline next steps.
  + Complete and submit Draft Version 1 of the Group Project Requirements Specification