**Biweekly status report**

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I think the last two weeks of my personal progress on our project were pretty productive, in the following steps I will try to break down what we have achieved so far on personal level :

**Week 4 February 8, 2023**

* I went over chapters 3 & 4 of “Fundamental of Project Management” as well as the week\_4 summarized notes made by the professor.
* I’ve attended the lecture, and we talked about planning the project strategies and techniques, mainly about the project barriers; Types of control; Activities of the life of the job; Items in project plan; Best practices of planning; Steps of planning; Developing a mission; Vision; Goal and Objectives; what is S.M.A.R.T? What is risk?
* I’ve attended group members in-class meeting and discussed the following points:
* A project for Tatiana’s friends outdoor non-profit (Get Outside).
* Potential objective: Identify areas near state parks where the organization can recruit new volunteers.
* We discussed potential measurable goals and progress points (Milestones).
* We concluded recruiting actual volunteers would be beyond the scope, and the scope of this project should be providing the information for this organization to target people more likely to volunteer at local state parks.
* We discussed what type or category of data that we need to target, public data, data about where HEBs are located, and state park data; this data will likely be a combo of spatial and quantitative.
* Potential deliverables would be a Tableau/PowerBI dashboard.
* We tried collaboratively filling the problem statement.
* We narrow down from all Texas state parks to state parks in the vicinity near Houston.
* Our project is to provide data for the company to target volunteers, and we will evolve the type of data to meet that goal.
* We decided our deliverables will include a Tableau/PowerBI dashboard, and we questioned if we can gain access to one – follow up with the professor.
* We decided Monday 5:30 PM we are going to meet to wrap up the charter doc and the power point presentation on Monday.

**Week 5 February 15 , 2023**

* I went over the week\_5 summarized notes provided by the professor.
* I’ve attended the lecture, and we went through the lecture notes talking about what is technical communication? what is gobbledygook? what is plain language? what are readability tests? what does it mean to challenge a word? What are writing habits that are not wrong but that you should nonetheless avoid in order to take your writing more readable?
* I’ve attended group members in-class meeting and we discussed the following points:
* Worked on the project charter and its presentation specifying the following steps one more time before submitting them:
* Project Overview
* Problem Statement
* Project Description
* Project Goals
* Project Objectives
* Project Stakeholders
* Project Requirements
* Project Deliverables
* Project Milestones
* Project Organization
* Project Manager
* Project Team
* Project Approvals
* We discussed using Python flask and building a web-app over a power bi dashboard, better for us individually as a we build out our CVs and it’s definitely free for the client.
* We went over the project charter and its presentation one more time with the professor and made the adjustment suggested by the professor.
* We submitted the project charter and its presentation.