Weekly Team Task Report

Report 1

Team: TutorTech							**Date: 2-4-25**
Project Title: AI-Integrated Personalized Education							
	**Chase** Present On-time		**Ryley** Present On-time		**Faith** Present On-time		**Shurie** Present On-time

Recent Meetings:

- 1-30-25 @ 4pm to 7:30pm : Ryley, Faith, & Shurie
  Worked on the software design rough draft deliverable
- 2-4-25 @ 6pm to 6:30pm : Chase, Ryley, Faith, & Shurie
  Short catch up on what everyone has been working on as well as what we will work on in the future.

TASKS COMPLETED since last meeting:

Task Title: Implementation of AI chatbot responses	**Task Initiation:** 1-31-25	**Orig. Due Date:** 2-11-25	**Status:** completed
Who (%): Chase 100%			
Description: Integration of successful API calls from chatGPT so it gives actual responses. Able to successfully choose what modes the student wants to study with.			
Outcome: Still areas for improvement when it comes to prompting; however, chatbox is responsive to the user's input.			

Task Title: Database Update	**Task Initiation:** 1-31-25	**Orig. Due Date:** 2-4-25	**Status:** completed
Who (%): Shurie 100%			
Description: Integrated key components that are required for the course assignments and lectures. Created a youtube channel for the URL of the lecture videos for DB integration. Merging of 2 DB tables as well as creation of more mock data as requested by the client.			
Outcome: Still areas for improvement such as additional features that need to be in the database in the future; however, with these implementations we are able to move forward with the course assignments and lectures portion of the project.			

Task Title: Implement Dashboard Page	**Task Initiation:** 1- 21-25	**Orig. Due Date:** 2-11-25	**Status:** in-progress
Who (%): Ryley 100%			
Description: Create a layout for a student dashboard as per Seth's request. The dashboard includes student information, enrolled courses, and a section for analytics.			
Outcome: Dashboard page has been set up and routed. It correctly pulls student information and courses from our database. A couple things must be changed as the project progresses. The code must be modified to pull only student enrolled courses and the analytics section will use student chat and login history to create visual analysis of student performance.			

Task Title: Profile Editing	**Task Initiation:** 1- 21-25	**Orig. Due Date:** 2-11-25	**Status:** in-progress
Who (%): Ryley 100%			
Description: Create a page that allows users to edit their profile information(Name, email, or password) and update within the database.			
Outcome: This page has been created and users can change their profile information and the database gets updated. One thing to look into is using bcrypt or some sort of encryption technique for sensitive information like user passwords.			

This week's Tasks: Work plan for coming week

Task Title: Software Design Rough Draft	**Task Initiation:** 1-21-25	**Due Date:** 2-7-25	**Status:** in-progress; ~90%
Who (%): Chase 25%, Ryley 25%, Faith 25%, Shurie 25%			
Description: Almost all sections are refined to the descriptions we wanted. Need further guidance/explanation on certain sections + send to our client for more refinement on his end.			
Expected Outcome: Finish the expansion of each section for the rough draft and with the guidance from the mentor explain the sections more thoroughly if needed.			

Task Title: Implement Course page with sections for lectures, assignments, quizzes, and grades	**Task Initiation:** 2- 4-25	**Orig. Due Date:** 2-11-25	**Status:** in-progress
Who (%): Ryley 100%			
Description: Create the template for a course page that loads the associated lectures, assignments, quizzes, and lectures.			
Outcome: The course page should pull the lecture links that Shurie created from our database and load the videos into the webpage for students to watch.			

Task Title: Clean up sign-in and sign-up pages	**Task Initiation:** 2- 4-25	**Orig. Due Date:** 2-11-25	**Status:** in-progress
Who (%): Ryley 100%			
Description: Fix up the front end design for user sign in and sign up			
Outcome: A more intuitive and robust UI for users to better their sign ui and sign in experience.			

Task Title: Create contact page and connect to database for form handling	**Task Initiation:** 2-6-25	**Due Date:** 2-11-25	**Status:** in-progress
Who (%): Faith 100%			
Description: A page in navigation, for students to get in contact with MRTL.			
Expected Outcome: User should successfully be able to send a message and the message should show up in the database.			

Upcoming Tasks: Planning

Task Title: Chatbot response refinement	**Task Initiation:** 2-4-25	**Orig. Due Date:** 2-11-25	**Status:** next up
Who (%): Chase 100%			

Description: Refine the bot prompts for each mode that the student chooses. Make responses more digestible and distinguishable from one another.	
Expected Outcome: Get better personalization for the chatbot responses.	

Task Title: Database refinement	**Task Initiation:**	**Orig. Due Date:**	**Status:** next up
Who (%): Shurie 100%			
Description: Add a table for students grades, as well as create another table for the integration of the contact page. Vector database integration.			
Expected Outcome: Student grades table, contact page integration, vector database integration for personalized recommendations from chatbot.			

Task Title: Vector Database Implementation	**Task Initiation:** TBD	**Orig. Due Date:** 2-11-25	**Status:** next up
Who (%): Chase 50% Ryley 50%			
Description: Create and integrate a vector database to be referenced by the AI bot so that it may provide more contextually accurate responses.			
Expected Outcome: Better context for AI bot as well as basis for chat history			

Other Problems / Other Issues:

- <any problems/client communication issues/breakdowns/things you want to discuss with mentor>

TASK REPORT INSTRUCTIONS

Overview: The task report is a critical tool for tracking team status over the course of the project, and is a concept widely used (though exact form differs) in professional practice in managing project teams. It is useful for both the project mentor/supervisor and for the team: For the supervisor, it provides continuous insight into the progress the team is making, as well who is contributing what to team output. For the team, it is a valuable communication tool, making very clear and explicit what tasks needed to be done, who was supposed to do them…and whether that person(s) is performing well.

Filling out the Task Report

Filling out the task report is designed to be relatively low overhead, by making it mostly an operation of copy-paste, with appropriate updating. The team should plan to meet each week, shortly before their mentor meeting to discuss existing tasks to update the task report accurately, as well as to negotiate tasks/assignments to list for the coming week.

Things to do just once.

The first thing to do is to customize your task report for your team. Fill in the items shown in red in the header area: team name and logo, project title, plus names and small (50x50 pixel or so) headshots of all team members. SAVE THIS OFF to use as your template for the whole year.

What to do every week, before your mentor meeting:

Meet as a team before your mentor meeting to discuss tasks and create new task report.

A. Getting started. The first thing to do is to open your task report from *last week* and save it off as a new file. This is how the overhead stays low: you make every week's report by editing/updating the one from last week! Checklist:

- Update the report number at top right: counts up by one each week
- Update the date to show correct date for mentor meeting.
- Bullet out your meetings in the last week, either team internal or with client. Do not list your mentor meeting.

B. Update Status on tasks tackled in past week.

Start with last week's task report. Review all tasks assigned for last week. Hopefully you will assign them a status of "complete" and move them to "TASKS COMPLETED" in the current task report you are creating.

If a task was not completed, show its percentage complete in the STATUS field. If it is past its due date, also add the work "OVERDUE" to the percentage shown in STATUS.

C. Plan and assign tasks for coming week

Next turn your attention to the coming week. Discuss workload and create specific tasks that should be completed. This means copy-pasting an empty copy of a task table, into the "COMING WEEK plan" area, and filling it out. Please observe the following:

- Task title: is just a short 2-5 word title for the task, e.g., "Implement database updating".
- Task initiation: is the date that you create/assign the task. Never changed after creation.
- Task due date: is the date that you set for task completion. This states clearly when you expect the task to be completed.

- Status: starts out “in progress” and 0% done. Hopefully the next status will be “complete” and 100% as you move it to the “TASKS COMPLETED” section next week. But if a task slips, it stays in “THIS WEEK” and the completion percentage is shown. If it passes the due date, it’s status becomes “OVERDUE”.
- Who: States who is responsible for the task. If there are multiple people responsible for it, it shows the percentage of responsibility/contribution of each.
- Description: Elaborates on the short task title by giving a brief 2-3 sentence description. For the “database updating” task title mentioned above, it might be “Explore API between MyFrameWork and our PostgreSQL database, and implement reliable update of our client records”
- Expected Outcome: Succintly describes exactly what deliverable(s) you expect to see at completion. For our example this might be “A simple web page that opens to show all current records, allows user to select a record and enter an updated value for some field. After submit, the page refreshes to show the updated database”. See? Avoids misunderstandings about what completing the task means.

VITAL POINTERS regarding tasks:

- Your tasks should be small and detailed enough to complete in a week. It’s useless to list “do the user interface” as a task, with a deadline four weeks out! You should rarely have tasks that span more than a week. If a task seems longer than a week, split it into task:partA and task:partB, each a week long and showing what you expect done after each week.
- Avoid assigning tasks to multiple people when possible. If a task is big, split it into task:PartA, taskPartB etc, with each of these subtasks and expected outcomes detailed. If you do have to list multiple people, try to specify what contributions/outcomes are expected for each.
- You should typically aim to have each team member assigned to one or more tasks each week. If you don’t, then something is broken with your teaming process!

D. Finish up last task report details

You’re almost done! Now just fill out the last sections of the task report.

1. **Upcoming Tasks:** Just list larger tasks that you see on the horizon, e.g., “Draft of feasibility report” or “Design Review II”. The idea is just to be explicitly aware of larger tasks/deadlines coming up in the next weeks. These can be quite large-grained; they will be broken into subtasks and assigned when you get to them.
2. **Other problems/Issues:** This is just a great place to note down any issues/problems/misunderstandings that happened…and that you might want to capture or discuss with your mentor at the meeting.