

Using the Status tracker

At the end of each week, update the status of all activities completed during the week

The status tracker shown in this worksheet is an example tracker (values filled are during the middle of the week)

Fill in hours spent on each activity during the current week

If 5 team members each spent an hour, that counts as 5 hours

Fill in time for activities not fully completed ("ongoing") as well, then update these values during following weeks

During the planning phases, identify the activities to be done during each week

If you spend time on an activity not listed in the tracker, add the activity and list actual hours (need not fill in estimated hours if you didn't estimate it up front)

For new activities, identify the type of activity - documentation, coordination, estimation etc.

At the end of each week, plan ahead for the following week

Identify people responsible for each activity

Estimate the hours needed for the activity

TEAM NAME

21

PROJECT NAME EmoVis

PROJECT MENT Aman Arora

TEAM MEMBERS Lasya Venneti

Shubham Rathi

Vamshi Palabatla

Vivek Ghaisas

EmoVis							
Aman Agarwal							
Type	Responsible [1]	Estimated Team Hours	Actual Hours	Status	Comments [2]	Estimation error [3]	Estimation error %
Preparation	All	14	15	Ongoing	wxPython is the development platf	-1	6.666666667
Preparation	Vivek, Lasya, Shubham	8	5	Ongoing		3	60
Preparation	Vivek	2	0	Ongoing		2	
Preparation	Lasya, Shubham	10	0	Planned		10	
Requirements	Shubham,Vamshi	4	3	Done		1	33.33333333
Documentation	All	5	7	Done		-3	42.85714286
Coordination	All	8	12	Done		-4	33.33333333
Documentation	Shubham, Lasya	4	4	Done		0	0
Preparation	All	6	2.5	Ongoing		3.5	140
Preparation	Vivek	0.5	0	Ongoing		0.5	
Preparation	Vivek	0.5	0	Planned		0.5	
Development	All	3	2	Ongoing		1	50
Requirements	All	8	10.5	Done		-2.5	23.80952381
Coordination	All	4	4	Done		0	0

[illegible]