Weekly Report for Week Ending 2/2/2018

Inwerken

Connor Fradenburgh

Derek Boonstra

Victor Rauta

Tanner Olason

# **Status Summary**

* We have all the project information needed at this current time. Need to start getting a UML diagram and design sketches. Along with assigning tasks for each member.

## **Top Highlights**

* Met with Maxim and Bastian via Skype for week 2
* Set a designated meeting time for next week
* Assessed risks

## **Top Lowlights**

* Everything seems to be on track at this time.

# **Activities, Accomplishments, and Project Effort**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member** | **Activity** | **Description** | **Status** | **Effort** |
| Whole Team | Meeting | Attended the weekly meeting | Complete | 30 mins |
| Connor Fradenburgh | SAPUI5 tutorial | Finished the SAPUI5 tutorial | Complete | 2 Hours |
|  | Project Specification Document | Completed parts 1-3 of Project Specification Document | Complete | 1.5 Hours |
| Derek Boonstra | Attend meeting | Attended week 2 meeting | Complete | 30min |
|  | Tutorial | Completed the SAPUI5 tutorial | Complete | 2hoursr |
| Victor Rauta | Attend the meeting | Attended the meeting | Complete | 30min |
|  | tutorial | Finished the SAPUi5 tutorial | complete | 2hours |
| Tanner Olason | Attend the meeting | Attended the meeting | Complete | 30min |
|  | SAPUI5 tutorial | Finished the SAPUI5 tutorial | Complete | 2 Hours |

**Goals for Next Week**

* Get a schedule in place
* Assign roles
* Start brainstorming and designing

## **Risks**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **Status** | **Risk** | **Owner** | **Probability/ Priority** | **Impact** | **Trigger** | **Recommendation / Resolution** |
| 1 | Open | Miscommunication | group | 50% | med/high | misunderstanding | Stay organized and ask questions |
| 2 | Open | Procrastination | group | 50% | high | Not completing tasks on time | Group members hold each other accountable |
| 3 | Open | Requirements issues | Connor | 30% | high | Don’t have a full understanding of the requirements | Have a written out list of the requirements that the sponsor oks |
| 4 | Open | Incomplete Database | Group | 15% | low | The back-end hasn’t completed the database | We could use test data to make sure everything is working. |
| 5 | Open | Browser Issues | Group | 10% | low | The website might not work with certain browsers | Make sure that for sure Google Chrome works and try to fix for other browsers |
| 6 | Open | Time Constraints | Group | 5% | low | Semester may not be enough time | Start early, make sufficient weekly progress |
| 7 | Open | Unfamiliarity with language/framework | Group | 10% | low | Lack of experience with tools may cause roadblocks | Practice weekly. Don’t be afraid to ask questions |

**Issues**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **RID#** | **Status** | **Issue** | **Owner** | **Due Date** | **Impact** | **Recommendation / Resolution** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Project Success Tracking**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Success Indicator** | 1/26 | 2/02 | 2/09 | 2/16 | 2/23 | 3/02 | 3/09 | 3/16 | 3/23 | 3/30 | 4/06 | 4/13 | 4/20 | 4/27 | 5/04 | |
| Planned milestone events are being met | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Budget is under control | NA | NA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Quality control results are within specifications | NA | NA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Change control process shows minimal requests for change | NA | NA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project resources are being supplied per schedule | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project team appears to be cohesive and reasonably happy | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Users seem satisfied with progress of the work | NA | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Top management remains visibly supportive of project goals | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Third-party vendors are delivering quality items on schedule | NA | NA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Risk events are under control with nothing unusual appearing | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project training program is progressing according to plan | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Relationships with support groups have no identifiable issues | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Notes:

1:

2: