Weekly Report for Week Ending 2/9/2018

Inwerken

Connor Fradenburgh

Derek Boonstra

Victor Rauta

Tanner Olason

# **Status Summary**

* We believe we have all the project information needed at this current time, but would like to double check with our mentors. Unfortunately we were unable to do that this week as the mentors needed to reschedule our meeting. Need to start getting a UML diagram and design sketches. Along with assigning tasks for each member.

## **Top Highlights**

* Assessed risks
* Assigned some tasks
* Developed set requirements list

## **Top Lowlights**

* We were unable to have our weekly meeting as Bastian and Maxim had to reschedule.
* Wary about starting project as we were unable to double check the requirements list with our mentors

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member** | **Activity** | **Description** | **Status** | **Effort** |
| Connor Fradenburgh | Requirements | Created the requirements document | Complete | .5 Hours |
|  | User Stories | Created user stories for the project | Complete | 1.5 Hours |
|  | Attend meeting | Attended week 3 meeting (without mentors) | Complete | .5 Hours |
| Derek Boonstra | Attend meeting | Attend week 3 meeting | complete | 30min |
|  | Use case diagrams | Finish the use case diagrams in the project specifications | Still in progress | 1 hour |
|  | Svn and Trac tutorial | Finished Svn/Trac tutorial | complete | 30min |
| Victor Rauta | Attend the meeting | Attended the meeting (Week 3) | Complete | 30min |
|  | tutorial | Finished the SAPUi5 tutorial | complete | 2hours |
|  | Svn and Trac tutorial | Finished the Svn/Trac tutorial | Complete | 30 min |
| Tanner Olason | Attend the meeting | Attended the meeting | Complete | 30min |
|  | SAPUI5 tutorial | Finished the SAPUI5 tutorial | Complete | 2 Hours |
|  | Sprint Report | Edited the sprint report | Complete | 30min |

**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 | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Budget is under control | NA | NA | NA |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Quality control results are within specifications | NA | NA | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Change control process shows minimal requests for change | NA | NA | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project resources are being supplied per schedule | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project team appears to be cohesive and reasonably happy | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Users seem satisfied with progress of the work | NA | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Top management remains visibly supportive of project goals | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Third-party vendors are delivering quality items on schedule | NA | NA | NA |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Risk events are under control with nothing unusual appearing | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project training program is progressing according to plan | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Relationships with support groups have no identifiable issues | OK | OK | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |

Notes:

1:

2: