CIS375 - Team Feynman - Weekly Status

CIS375 Progress Status Report - Team Feynman - 2/27/2017

Summary: Our team was able to finish all the content for the SPMP and turn it in on time. We had some issues wrangling formatting in Word and were unable to get them worked out by turn-in time, but aside from that everything turned out OK.

Prior Week: We met Monday, Friday and Sunday, and on Friday worked to finish up any remaining documents. Nearly all documents were content-complete (still requiring some edits) by the team on Wednesday. Friday, we finished the rest, and submitted as well as sending to the PMs. Sunday we met to go over a Phase 1 postmortem, and covered topics such as issues of concern with communication, resource management and scheduled a meeting to review the Use Case template.

This Week: We plan to meet this Monday online to hash out the use case summary, and assign individual Use Cases to each team member at that time. We went over the presentation at the same meeting, and the production of PowerPoint slides has been assigned to a team member.

Current Issues: There was some documentation left on Friday that took longer than anticipated, but we were able to get it worked out. Trying to get everything formatted properly in Word was probably the most difficult piece. Our plan in the future is to generate a style guide for technical documentation, and also proactively generate a code style guide, so our documents and code stay consistent style-wise.

Potential Risks: None

Risks in Progress: None

Status: Green

CIS375 Progress Status Report - Team Feynman - 2/20/2017

Summary: Our team has met in person 7 times, including one time with our project managers. All sections on the SPMP have been assigned and the workload as evenly balanced as possible amongst the team members, and we are approximately 65% complete.

Prior Week: We began assigning the SPMP sections, decided on our tools, trained with our tools, and have at least begun all SPMP sections. Some smaller sections' first drafts (Problem Statement, etc) have been completed. We also met with our PMs and they provided recommendations on several things.

This Week: We are targeting the completion of concept-complete drafts for all SPMP documents by end of day Wednesday, and the PMs will review and provide recommendations as well as signoffs. Once this is done, we will compile the SPMP into a single document, unify the document formatting, send it to the PMs and submit it.

Current Issues: Our inexperience with the process and documents has caused our 'ballpark' estimates to be somewhat off, resulting in a crunch time scenario to attempt to meet the Wednesday target. I (Erik) forgot to send the progress report to the PMs for signoff, so I am sending the report to you and them simultaneously and will report back if their opinions differ in any way from my own assessment.

Potential Risks: Midterm week is limiting to some degree the amount of time that can be spent on the project. We are not in the danger zone yet, but unfortunately there is little in the way of mitigation options for this scenario if we do reach that point.

Risks in Progress: None

Status: Green