Weekly Dashboard 10.20-10.26

Task Status

9%
18%
73%

● Completed ● In Progress ● Not Started
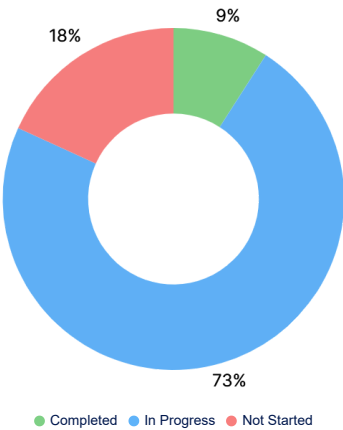
Weekly Tasks Overview

Task Name	Status	WBS ID	Assigned To
Total	Count		
	11		
Status		Count	
Completed		**1**	
Setup Backend Framework (Typescript)	Completed	2.1.1	Serena Chen
Status		Count	
In Progress		**8**	
Develop Web Application	In Progress	2	Benedict Astan, Gamu
Backend Development	In Progress	2.1	Benedict Astan, Spenc
Front-end Development	In Progress	2.2	Gamuchirai Mhere, Se
Create Employee Dashboard (Upcoming Shift	In Progress	2.2.2	Serena Chen
Create Employer Dashboard (Add/Edit Shifts,	In Progress	2.2.3	Serena Chen
Develop Calendar Page Interface	In Progress	2.2.4	Gamuchirai Mhere
Develop Shift Swap Request Page	In Progress	2.2.6	Gamuchirai Mhere
Build Internal Employee Chat Page	In Progress	2.2.7	Gamuchirai Mhere
Status		Count	
Not Started		**2**	
Implement Shift Creation/Editing	Not Started	2.1.6	Benedict Astan
Develop Shift Change Request Logic	Not Started	2.1.7	Benedict Astan

Decisions Log

Change Type	Assignee Change
Change Details	task 2.1.1 (backend structure setup) assignee change from Spencer to Serena
Change Impact	Medium (Minor Delay)

Changes in Deadlines

Task Name	**Setup Backend Framework (Typescript)**
Task ID	2.1.1
Original Deadline	10/16/25
New Deadline	10/24/25
Reason	Delay caused by reassignment from Spencer to Serena.
Impact on other deadlines	Medium (Minor Delay)
Specific Impacts, Solutions, and Extra Notes	impacted backend implementation progress

Changes in Scope

Changes in Scope

Issues and Mitigations

Issue Number	1
Issue	**Backend setup delay**
Description and Impacts	caused pressure on upcoming implementation tasks
Mitigation	Hold extra meetings this week and next week (since members don't have exams) to help everyone catch up and rebalance the workload
Issue Number	2
Issue	**Slow Communication**
Description and Impacts	reduced coordination and lower efficiency.
Mitigation	To agree on replying promptly within 24 hours to improve communication and workflow

Risks and Mitigations

Risk Number	1
Risk	**Uneven workload distribution**
Description and Impacts	Some members might have more tasks than others as deadlines approach, leading to burnout or missed details.
Mitigation	Regularly review task progress and redistribute work if needed during weekly check-ins.
Risk Number	2
Risk	**Version control or merge conflicts**
Description and Impacts	Multiple people working on different branches could cause code conflicts or overwriting.
Mitigation	Follow the version control process: branch out from dev, create separate branches for each task, PR must be approved by one team member before merging into dev, keep main for final clean code only, and pull/commit frequently to stay up to date.