

**The University of the West Indies**

**Department of Computing and Information Technology**

**Undergraduate Project Course**

**Weekly Status Report**

**Project:** University Shuttle Routing and Tracking System **Date:** 30/01/2019

**Iteration:** None

**Implementation Status:** None

**Highlights:** None

**Risks or Issues List**:

List of any risks or issues that are critical for the success of the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Entered** | **Risk/Issue** | **Description** | **Resolution** | **Status** |
| 29/01/2019 | Incorrect information gathered | Fear that interviewees or questionnaire respondents may supple incorrect information | Manually check each of the responses by each respondent for inconsistencies | Rectified |

**Tasks in Progress or Completed in the Last Iteration:**List the tasks that each member of the project worked on up to the present time.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Name** | **Description** | **Team Member** | **% Complete** |
| Design questionnaire and interview | Create questions to be included in the questionnaire and interview. | All | 100 |
| Requirements Gathering | Giving out questionnaires and conducting interviews to conduct research on user requirements. | Michael, though all members may assist | 40 |
| Decide on project architecture | Research different architectural types and the relevant technology required and decide which would best suite our application. | All | 100 |
| Draft Project Scope | Begin writing the Project Scope document and ensuring all team members agree with the details. | All | 15 |

**Upcoming Tasks for the Next Iteration:**

List the tasks that each project member is planning to work on in the upcoming iteration.

|  |  |  |
| --- | --- | --- |
| **Task Name** | **Description** | **Team Member** |
| Complete Project Scope | Continue writing the Project Scope document. | All |
| Requirements Gathering | Giving out questionnaires and conducting interviews to conduct research on user requirements. | Michael, though all members may assist |