

Ian Rule, Biswas Gauuli, Kaleb Pittman, Nikita Feoktistov
Professor Alan Paradise, TA Anna Glass
CSCI 4308-800
Due Date: 9 October 2023 by 8:00 AM

Unplug Status Report (Week 6: Oct. 2 - 8)

Update on Features, Milestones, and Deliverables (Kaleb Completed)

Deliverables

- Project charter first draft
 - Began two weeks ago on September 26th.
 - Is planned for completion at the end of this week on October 8th.
 - Status: completed. ✓
- First project status report
 - Began this week on October 3rd.
 - Is planned for completion at the end of this week on October 8th.
 - Status: completed. ✓

Milestones

- Beginning of research on extension-app infrastructure
 - Is planned to begin at the end of next week on October 19th.
 - No completion date in sight.
 - Status: Not started ✗

Important Team Meetings (Ian Completed, Kaleb Completed)

- Had second meeting with sponsor (10-03)
 - Shared the brief notes we each took on the web extensions Jorn and Caroline asked us to take a look at.
 - Got approval from Jorn about the format of our weekly status report and project charter.
 - Asked us to use bullet points where we can for easier reading.
 - Ian coordinated with Biswas, Nikita, and Kaleb to find times that would work best to give them their physical Unplug tags.
- Had first meeting with TA (10-04)
 - Introductions.
 - Discussed scheduling and expected meeting times.

- Meeting again next week and then biweekly.
 - Discussed expectations for timesheets and project status reports.
 - Set expectations around the purpose of TA meetings.
 - For example, help with communication and project requirements rather than programming.
 - Set expectations around the format of future meetings.
 - Will be largely directed by the project team in the form of a stand-up meeting.
- Had brief team meeting (10-04)
 - Discussed format for project status report.
 - Split the Project Status Report into sections, to be completed individually.
 - Discussed the format of future timesheets.

Labor Completed (Biswas Completed)

Ian Rule

- Attended meetings and lectures
- Scheduling meetings and communicating with team members, sponsors, and the TA
- Majority of time went into the Project Status Report and the Project Charter
- Total hours: 10.5 hrs

Kaleb Pittman

- Attended meetings and lectures
- Created timesheet templates for team members as per TA's instructions
- Majority of time went into the Project Status report and the Project Charter
- Total hours: 5.95

Biswas Gauli

- Attended meetings and lectures
- Majority of time went into the Project Status report and the Project Charter
- Total hours: 5.15

Nikita Feoktistov

- Attended meetings and lectures
- Majority of time went into the Project Status report and the Project Charter
- Total hours: 5.45

Issues or Risks Encountered (Nikita Completed)

- We had difficulties joining the slack channel, but they were resolved.

Changes & Plan for Next Week (Ian Completed)

Changes to Project Requirements

- Jorn asked us to start sending brief meeting agenda bullet points to him before each sponsor meeting
- Jorn asked us to move next week's sponsor meeting to Thursday, October 12th
- We have a TA meeting again next week, but we will switch to bi-weekly meetings after that meeting

Plan for Next Week

- Construct and send a brief meeting agenda to the sponsor team before our next meeting
- Present rough draft of the project charter to the Unplug team
- Get sponsor approval for project charter if possible
- Pass out the rest of the Unplug tags to the team
- Complete next project status report