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|  | **Weekly Team Task Report** | **#1** |

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| Team: F1/10 YellowTails | | | | | | **Date: 09/23/2019** | | |
| **Project Title: Autonomous F1/10 Racing for Everyone** | | | | | | | | |
|  | **Jordan Wright**  Present  On-time |  | **Bowen Boyd**  Present  On-time |  | **Hanyue Wang**  Present  On-time | |  | **Kyle Watson**  Present  On-time |

### Recent Meetings:

* N/A

### TASKS COMPLETED since last meeting:

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| **Task Title: Establish Communication Via Emails** | **Task Initiation:** **9/20/2019** | **Orig. Due Date: 9/24/2019** | **Status:** COMPLETED (100%) |
| **Who (%): Jordan Wright (70% - drafted emails), Kyle Watson (30% - sent emails)** | | | |
| **Description: To establish communication between our team and the client, our mentor, and the capstone organizer in the form of initial emails. For the client and mentor, said emails will entail team member introductions and establishment of meeting times (weekly in the case of our mentor). For the capstone organizer, the email will include a complete project title, team name, team logo, name of team leader, and an attached face sheet document.** | | | |
| **Expected Outcome: Three emails sent to Isaac Shaffer, Dr. Nghiem, and Dr. Doerry containing the respective content per the description above.** | | | |

### This week’s Tasks: Work plan for coming week

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| **Task Title: Create Team Website** | **Task Initiation:**  **9/23/2019** | **Orig. Due Date:**  **10/05/2019** | **Status:** IN-PROGRESS (0%) |
| **Who (%): Bowen Boyd (100%)** | | | |
| **Description: To load an initial index.html page into our website, and ensure that the site is accessible.** | | | |
| **Expected Outcome: An accessible initial team website including our team logo, contact information, and a message stating, “under construction”.** | | | |

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| **Task Title: Team Standards Document** | **Task Initiation:**  **9/23/2019** | **Orig. Due Date:**  **9/25/2019** | **Status:** IN-PROGRESS (0%) |
| **Who (%): Jordan Wright (50%)** | | | |
| **Description: To establish a Team Standards document. The document is to include a wrapper, introduction, team members and roles, team meeting expectations, tools and document standards, and team self review.** | | | |
| **Expected Outcome: A hard copy of the Standards document as outlined in the description.** | | | |

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| **Task Title: Team Inventory** | **Task Initiation:**  **9/23/2019** | **Orig. Due Date:**  **9/25/2019** | **Status:** IN-PROGRESS (0%) |
| **Who (%): Hanyue Wang (60%), Jordan Wright (40%)** | | | |
| **Description: To create a Team Inventory document. The document is to include a cover page, introduction overview, and a single page introduction for each team member.** | | | |
| **Expected Outcome: A hard copy of the Team Inventory document as outlined in the description.** | | | |

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| **Task Title: Mini Intro, Part A: Initialize slides and share with all team members** | **Task Initiation:**  **9/23/2019** | **Orig. Due Date:**  **9/25/2019** | **Status:** IN-PROGRESS (0%) |
| **Who (%): Jordan Wright (100%)** | | | |
| **Description: Create a skeleton of the slides needed for the 5 minute presentation introducing the project.** | | | |
| **Expected Outcome: A link sent to each team member of said skeletal implementation of the slides, including a fully formed title page with team name, team logo, team member names, and title of project.** | | | |

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| **Task Title: Mini Intro, Part B: Content of Introduction** | **Task Initiation:**  **9/23/2019** | **Orig. Due Date:**  **9/27/2019** | **Status:** IN-PROGRESS (0%) |
| **Who (%): Kyle Watson (100%)** | | | |
| **Description: Create a “catchy” introduction that will hook the audience. This should take about 2 minutes.** | | | |
| **Expected Outcome: To create content in the mini introduction presentation slides pertaining to an introduction to our project which catches the attention of the audience. Said content will be created so that a 2 minute presentation is derivable.** | | | |

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| **Task Title: Mini Intro, Part C: Client Intro/Business** | **Task Initiation:**  **9/23/2019** | **Orig. Due Date:**  **9/27/2019** | **Status:** IN-PROGRESS (0%) |
| **Who (%): Hanyue Wang (100%)** | | | |
| **Description: Fill in slides with information pertaining to the client. This includes who Dr. Nghiem is and what his work and business process is. This should take about 30 seconds.** | | | |
| **Expected Outcome: To create content in the mini introduction presentation slides pertaining to the client introduction and client business process. Said content will be created such that a 30 second presentation is derivable.** | | | |

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| **Task Title: Mini Intro, Part D: System Deficiency and Introduction to Solution** | **Task Initiation:**  **9/23/2019** | **Orig. Due Date:**  **9/27/2019** | **Status:** IN-PROGRESS (0%) |
| **Who (%): Jordan Wright (100%)** | | | |
| **Description: Fill in slides pertaining to what is currently wrong with the system or what needs to be implemented as well as an introduction to a solution. This should take about 1 minute.** | | | |
| **Expected Outcome: To create content in the mini introduction presentation slides pertaining to the system deficiencies and introduction to a viable solution. Said content will be created so that a 1 minute presentation is derivable.** | | | |

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| **Task Title: Mini Intro, Part E: Plan for Development** | **Task Initiation:**  **9/23/2019** | **Orig. Due Date:**  **9/27/2019** | **Status:** IN-PROGRESS (0%) |
| **Who (%): Kyle Watson (100%)** | | | |
| **Description: Fill in slides pertaining to the plan for development. This should take about 30 seconds.** | | | |
| **Expected Outcome: To create content in the mini introduction presentation slides pertaining to the plan for development. Said content will be created so that a 30 second presentation is derivable.** | | | |

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| **Task Title: Mini Intro, Part F: Closing** | **Task Initiation:**  **9/23/2019** | **Orig. Due Date:**  **9/27/2019** | **Status:** IN-PROGRESS (0%) |
| **Who (%): Bowen Boyd (100%)** | | | |
| **Description: Fill in slides pertaining to the closing remarks of the presentation. This should take about 30 seconds.** | | | |
| **Expected Outcome: To create content in the mini introduction presentation slides pertaining to the closing remarks. Said content will be created so that a 30 second presentation is derivable.** | | | |

### Upcoming Tasks: Planning

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| **Task Title: Fully Initialized Team Website** | **Who (%): Bowen Boyd (100%)** | **Rough Due Date: 10/15/2019** |
| **Description: A team website consisting of a skeletal layout. This layout is to have the framework (tabs, color scheme, and styles), and at least a preliminary home page to welcome visitors with partial content or “coming soon” elements in all other areas.** | | |

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| **Task Title: Technological Feasibility** | **Who (%): Jordan Wright (15%),**  **Bowen Boyd (15%), Hanyue Wang (15%), Kyle Bowen (55%)** | **Rough Due Date: 10/23/2019** |
| **Description: To create a feasibility analysis document in which demonstrates the technological feasibility of relevant project areas and envisioned solutions.** | | |

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| **Task Title: Requirements Specification Document** | **Who (%): Jordan Wright (40%), Kyle Bowen (40%), Hanyue Wang (20%)** | **Rough Due Date: 12/01/2019** |
| **Description: To produce a draft of the requirements document – a contractual basis for the expectations to be fulfilled by the development team.**  **\*URGENT\* this is a very thorough, precise, and lengthy document, so we must start on this right away.** | | |

### Other Problems / Other Issues:

* N/A

**TASK REPORT INSTRUCTIONS**

**Overview:** The task report is a critical tool for tracking team status over the course of the project, and is a concept widely used (though exact form differs) in professional practice in managing project teams. It is useful for both the project mentor/supervisor and for the team: For the supervisor, it provides continuous insight into the progress the team is making, as well who is contributing what to team output. For the team, it is a valuable communication tool, making very clear and explicit what tasks needed to be done, who was supposed to do them…and whether that person(s) is performing well.

**Filling out the Task Report**

Filling out the task report is designed to be relatively low overhead, by making it mostly an operation of copy-paste, with appropriate updating. The team should plan to meet each week, shortly before their mentor meeting to discuss existing tasks to update the task report accurately, as well as to negotiate tasks/assignments to list for the coming week.

**Things to do just once.**

The first thing to do is to customize your task report for your team. Fill in the items shown in red in the header area: team name and logo, project title, plus names and small (50x50 pixel or so) headshots of all team members. SAVE THIS OFF to use as your template for the whole year.

**What to do every week, before your mentor meeting:**

Meet as a team before your mentor meeting to discuss tasks and create new task report.

**A. Getting started.**  The first thing to do is to open your task report from \*last week\* and save it off as a new file. This is how the overhead stays low: you make every week’s report by editing/updating the one from last week! Checklist:

* Update the report number at top right: counts up by one each week
* Update the date to show correct date for mentor meeting.
* Bullet out your meetings in the last week, either team internal or with client. Do not list your mentor meeting.

**B. Update Status on tasks tackled in past week.**

Start with last week’s task report. Review all tasks assigned for last week. Hopefully you will assign them a status of “complete” and move them to “TASKS COMPLETED” in the current task report you are creating.   
If a task was not completed, show its percentage complete in the STATUS field. If it is past its due date, also add the work “OVERDUE” to the percentage shown in STATUS.

**C. Plan and assign tasks for coming week**

Next turn your attention to the coming week. Discuss workload and create specific tasks that should be completed. This means copy-pasting an empty copy of a task table, into the “COMING WEEK plan” area, and filling it out. Please observe the following:

* Task title: is just a short 2-5 word title for the task, e.g., “Implement database updating”.
* Task initiation: is the date that you create/assign the task. Never changed after creation.
* Task due date: is the date that you set for task completion. This states clearly when you expect the task to be completed.
* Status: starts out “in progress” and 0% done. Hopefully the next status will be “complete” and 100% as you move it to the “TASKS COMPLETED” section next week. But if a task slips, it stays in “THIS WEEK” and the completion percentage is shown. If it passes the due date, it’s status becomes “OVERDUE”.
* Who: States who is responsible for the task. If there are multiple people responsible for it, it shows the percentage of responsibility/contribution of each.
* Description: Elaborates on the short task title by giving a brief 2-3 sentence description. For the “database updating” task title mentioned above, it might be “Explore API between MyFrameWork and our PostgreSQL database, and implement reliable update of our client records”
* Expected Outcome: Succintly describes exactly what deliverable(s) you expect to see at completion. For our example this might be “A simple web page that opens to show all current records, allows user to select a record and enter an updated value for some field. After submit, the page refreshes to show the updated database”. See? Avoids misunderstandings about what completing the task means.

VITAL POINTERS regarding tasks:

* Your tasks should be small and detailed enough to complete in a week. It’s useless to list “do the user interface” as a task, with a deadline four weeks out! You should rarely have tasks that span more than a week. If a task seems longer than a week, split it into task:partA and task:partB, each a week long and showing what you expect done after each week.
* Avoid assigning tasks to multiple people when possible. If a task is big, split it into task:PartA, taskPartB etc, with each of these subtasks and expected outcomes detailed. If you do have to list multiple people, try to specify what contributions/outcomes are expected for each.
* You should typically aim to have each team member assigned to one or more tasks each week. If you don’t, then something is broken with your teaming process!

**D. Finish up last task report details**

You’re almost done! Now just fill out the last sections of the task report.

1. **Upcoming Tasks:** Just list larger tasks that you see on the horizon, e.g., “Draft of feasibility report” or “Design Review II”. The idea is just to be explicitly aware of larger tasks/deadlines coming up in the next weeks. These can be quite large-grained; they will be broken into subtasks and assigned when you get to them.
2. **Other problems/Issues:**  This is just a great place to note down any issues/problems/misunderstandings that happened…and that you might want to capture or discuss with your mentor at the meeting.