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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%), Kyle Bowen (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