

Weekly Report for Week Ending Feb 7th (Report 2)

John Deere

Jordan Meidinger

Jayden Rosenau

Anna Carlson

Wyly Andrews

Status Summary

- Finalize database.
- Start API prototype.

Top Highlights

- Prototype REST API is shown.
- Database is finalized by sponsor.

Top Lowlights

- Some team members are not learning Django as fast as they hoped.
- One of the sponsors is on vacation.

Activities, Accomplishments, and Project Effort

Member	Activity	Description	Status	Effort
Jordan	Finalize DB. Start prototype API	Contact sponsor to finalize DB and start prototype API	Complete	4hrs
Jayden	Research	Learned and researched Django and rest API	Complete	3hrs
Anna	Research	Learned and researched Django and UI	In Progress	3hrs
Wyly	Research	Learned and researched Django, rest API, and Database	In Progress	2hrs
Team	Group Work	Discussion of current project status and discussing sponsor meeting questions	Complete	1hr
Team	Sponsor Meeting	Weekly meeting with sponsor to discuss progress	Complete	1hr

List any activities undertaken by members of the project team in the last week in the table above. These can include things done as a group, but should be broken down for each individual team member.

Effort should be estimated in terms of hours of time taken (e.g., 1.5 hours, 3 hours, .5 hours, etc.)

Tasks for Next Week

Member	Task	Description
Jordan	Finalize API	After confirmation with sponsor finalized API
Jayden	Finalize API	After confirmation with sponsor finalized API
Anna	Research	Learned and researched Django and Adobe Illustrator
Wyly	JSON to object	Create a method that converts JSON table data into a Python object
Any	Documentation	The sponsor requested documentation on how to work with the Django project.

List any assigned tasks for each team member for the next week. Every team member should have at least one individual assigned task, but you may also list items that are collectively assigned to the entire group (such as team meetings).

For the next weekly report, you can copy these items into the activities, accomplishments, and project effort table above and add status updates and information for expended effort.

Risks

<u>ID#</u>	<u>Status</u>	<u>Risk</u>	<u>Owner</u>	<u>Probability/ Priority</u>	<u>Impact</u>	<u>Trigger</u>	<u>Recommendation / Resolution</u>
1	Open	Mis-communication with sponsors about project tasks	Team	20%	Loss of time, work put towards the wrong direction	Requirements not established and agreed upon between team and sponsors	Be open about our view of the project statement with our sponsor, and make sure that any confusion is cleared up immediately
2	Open	Properly distributing tasks amongst teammates	Team	10%	Team stress, mis-allocation of time	Project workload not discussed properly before sprint/week	Make sure we discuss a work/ plan so the project can be completed on time

Issues

<u>ID#</u>	<u>RID#</u>	<u>Status</u>	<u>Issue</u>	<u>Owner</u>	<u>Due Date</u>	<u>Impact</u>	<u>Recommendation / Resolution</u>

Risks and Issues tables should be maintained across multiple documents.

Do not remove issues or risks from the tables once added, but make modifications to the status as necessary.

Use ~~strikethrough text~~ to indicate previous status that is no longer applicable for a given risk.

Project Success Tracking

Project Success Indicator	1/26	2/07	2/14	2/21	2/28	3/06	3/13	3/20	3/27	3/30	4/03	4/10	4/17	4/24	5/01
Planned milestone events are being met	OK	OK													
Budget is under control	OK	OK													
Quality control results are within specifications	OK	OK													
Change control process shows minimal requests for change	OK	OK													
Project resources are being supplied per schedule	OK	OK													
Project team appears to be cohesive and reasonably happy	OK	OK													
Users seem satisfied with progress of the work	OK	OK													
Top management remains visibly supportive of project goals	OK	OK													
Third-party vendors are delivering quality items on schedule	OK	OK													
Risk events are under control with nothing unusual appearing	OK	OK													
Project training program is progressing according to plan	OK	OK													
Relationships with support groups have no identifiable issues	OK	OK													

Update the Project Success Tracking table for each new weekly report.

Use **OK** to indicate that the project is track according to that criteria. If there is an issue, indicate it with a number and leave a corresponding note in the section below.

Notes:

1:

2: