Weekly Report for Week Ending April 3rd (Report 10)

John Deere
Jordan Meidinger
Jayden Rosenau
Anna Carlson
Wyly Andrews

Status Summary
- PROGRESS
- Got in contact with sponsors and instructors with the progress of the project over break

Top Highlights
- Adjusting to online work as be relatively easy
- Meetings with sponsors and instructors

Top Lowlights
- Missed sprint 3 deadline in Project Specs

Activities, Accomplishments, and Project Effort

Member	Activity	Description	Status	Effort
Jordan	Writing	Finish read.me	Complete	2 hrs
Jayden	Coding	Created script to input more mock Data using rest API	Complete	2 hrs
Anna	css and research	Centered items and research reset password	Complete	2:30 hrs
Wyly	Plotly Charts	Updated charts to accept filtering only when available Charts can now be shown for only specific graphs	Complete	2:30 hrs
Team	Weekly Meeting	Team Weekly Meeting	Complete	1 hr (each)
Team	Instructor Meeting	Meeting with Radermacher and Knudson	Complete	30 mins (each)

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	Doc	Add team data info
Jayden	Docs	Make new Database
Anna	CSS	Make Css look better and Look into changing how to set L/D mode
Wyly	Plotly Charts	Review progress with sponsor and improve graphs based on their input

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

ID#	Status	Risk	Owner	Probability/ Priority	Impact	Trigger	Recommendation / Resolution
1	~~Open~~ Closed	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 before February 14	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 (ongoing)	Make sure we discuss a work/ plan so the project can be completed on time
3	~~Open~~ Closed	Quarantine communication makes tasks more difficult, and presentations more difficult	Team	30%	Team stress, customer unsatisfied with direction we're going	Quarantine plan not established and working after the first two weeks (April 3rd)	Review specifically the challenges of working at home from the quarantine and how it's affecting the team's efficiency

Issues

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

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	OK	OK	OK	OK	OK	OK	OK	OK	OK				
Budget is under control	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK				
Quality control results are within specifications	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK				
Change control process shows minimal requests for change	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK				
Project resources are being supplied per schedule	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK				
Project team appears to be cohesive and reasonably happy	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK				
Users seem satisfied with progress of the work	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK				
Top management remains visibly supportive of project goals	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK				
Third-party vendors are delivering quality items on schedule	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK				
Risk events are under control with nothing unusual appearing	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK				
Project training program is progressing according to plan	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK				
Relationships with support groups have no identifiable issues	OK	OK	OK	OK	OK	OK	OK	OK	OK	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: