

Weekly Report for Week Ending Mar 13th (Report 7)

John Deere

Jordan Meidinger

Jayden Rosenau

Anna Carlson

Wyly Andrews

Status Summary

- Everything is going smoothly.
- Sprint 2 complete

Top Highlights

- Midterm Presentations to stakeholders
- No one got Coronavirus

Top Lowlights

- We will not be able to meet for the next few weeks due to Spring Break, followed by school moving to virtualized learning. Meetings for the next few weeks (and potentially longer) will have to be online.
- Issue with cookies overriding updated css files

Activities, Accomplishments, and Project Effort

| Member | Activity | Description | Status | Effort |
|--------|----------------------|--|----------|--------------|
| Jordan | Coding | Start project filter | Complete | 2 hrs |
| Jayden | Coding | Create user page | Complete | 2 hrs |
| Anna | Css | Dark and light theme for the whole website | Complete | 3:00 hrs |
| Wyly | Plotly | Create more graphs and finish date filtering feature | Complete | 2 hrs |
| Team | Project Presentation | Planning and presentation | Complete | 2 hrs (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 | Coding | Finish project filter and added defect open checkbox |
| Jayden | Coding | Finish defect/review detail permissions |
| Anna | Password Resets | Start investigating password resetting |
| Wyly | Plotly | Fix table size formatting and create pie chart for defect containment |
| | | |

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 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 | 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> |
|------------|-------------|---------------|--------------|--------------|-----------------|---------------|------------------------------------|
| | | | | | | | |
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| | | | | | | | |

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