

Weekly Report for Week Ending Jan 31st (Report 1)

John Deere

Jordan Meidinger

Jayden Rosenau

Anna Carlson

Wyly Andrews

Status Summary

- Currently developing the database schema
- Sent first draft of schema to be viewed and make changes if needed

Top Highlights

- First Meeting
- Sent database schema
- Had a team get together to introduce each other and build chemistry
- Set up GitHub and Trello for group

Top Lowlights

- None as it's the first week

Activities, Accomplishments, and Project Effort

Member	Activity	Description	Status	Effort
Jordan	DB,Report	Created the first draft of the database schema and sent for validation. Also, was my turn to do the report	Complete	4.5 hrs
Jayden	Research	Learned and researched Django and rest API	In Progress	2.5 hrs
Anna	Research	Learned and researched Django and rest API	In Progress	2.5 hrs
Wyly	Research	Learned and researched Django and rest API	In Progress	2.5 hrs

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 DB. Start prototype API	Contact sponsor to finalize DB and start prototype API
Jayden	Research	Learned and researched Django and rest API
Anna	Research	Learned and researched Django and UI
Wyly	Research	Learned and researched Django, rest API, and Database

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	30%	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	2/02	2/09	2/16	2/23	3/02	3/09	3/16	3/23	3/30	4/06	4/13	4/20	4/27	5/04
Planned milestone events are being met	OK														
Quality control results are within specifications	OK														
Change control process shows minimal requests for change	OK														
Project resources are being supplied per schedule	OK														
Project team appears to be cohesive and reasonably happy	OK														
Users seem satisfied with progress of the work	OK														
Top management remains visibly supportive of project goals	OK														
Third-party vendors are delivering quality items on schedule	OK														
Risk events are under control with nothing unusual appearing	OK														
Project training program is progressing according to plan	OK														
Relationships with support groups have no identifiable issues	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: