Weekly Report for Week Ending Feb 21st (Report 4)

John Deere
Jordan Meidinger
Jayden Rosenau
Anna Carlson
Wyly Andrews

Status Summary

- Everything is going smoothly.
- Started majority of documentation

Top Highlights

- Presented project in front of lecture

Top Lowlights

- Didn't meet with Sponsor

Activities, Accomplishments, and Project Effort

Member	Activity	Description	Status	Effort
Jordan	Document code	Add notes to code and put links where necessary	Complete	2hr
Jayden	Document code	Add notes to code and put links where necessary	Complete	1hr
Anna	Beautify UI	Continue to refine UI, and modify according to Sponsor requirements. Continue studying Django for boiler-plating on website	In Progress	6:30hr
Wyly	Test Scripts	Look into how Django test scripts work.	Complete	3hr

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	Documentation/UI setup	Cont. code documentation and help with creating views
Jayden	Documentation/UI setup	Cont. code documentation and help with creating views
Anna	Boiler-Plate UI Using Django	Continue To Learn Django with Specific Goal of Boiler-Plating Redundant Parts of Website
Wyly	Setting up Test RequestFactory	Setting up a RequestFactory for the purpose of running black box unit testing

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	Make sure we discuss a work/ plan so the project can be completed on time

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