Weekly Report for Week Ending 2017-02-03

IBM

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# Status Summary

* Setup environment (linting)
* Python unit tests
* Travis CI setup
* Project specifications sections 1-3
* Weekly SCRUM meeting
* Verified s3 credentials
* Setup PM tooling in Github

## Top Highlights

* Tangible resources satisfied (we have all the stuff we need. Just need to learn and get more info)

## Top Lowlights

* Current week was mostly administrative tasks and not actual development

# Activities, Accomplishments, and Project Effort

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member** | **Activity** | **Description** | **Status** | **Effort** |
| all | Setup environment | Our devel enviroments are all set up for this project. | done | 2 hours |
| Kyle Merfeld | Python unit tests | We have our framework for unit tests ready to go | done | 1 hour |
| Kyle Merfeld | Travis CI | Travis is looking at our stuff | done | 1 hour |
| Marshall Ford | Setup PM tooling in Github | We now have project management tools | done | 20 min |
| Carl, Grant, Marshall | Project specifications sections 1-3 | The Project specifications document sections 1-3 is done | done | 3 hours |
| all | Weekly scrum meetiing | We had our weekly meeting with sponsors | done | 1 hour |
| Marshall | Verified s3 credientials | We have all the credentials we need | done | 10 min |
| all | Defined tasks | Populated backlog on PM tool | done | 30 min |
|  |  |  |  |  |
|  |  |  |  |  |

List any activities undertaken by members of the project team in the last week. These can include things done as a group.  
Effort should be estimated in terms of hours of time taken (e.g., 1.5 hours, 3 hours, .5 hours, etc.)

**Goals for Next Week**

* Create prototype (read in data to tensorflow)
* Play with s3
* Learn more about tensorfow pipelining
* Learn more about object storage

## Risks

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **Status** | **Risk** | **Owner** | **Probability/ Priority** | **Impact** | **Trigger** | **Recommendation / Resolution** |
| 1 | resolved | Not having permanent bluemix accounts | sponsors | 10% | we have to use trial accounts forever | we run out of free accounts | talk to sponsors next week |
| 2 |  | Sponsors losing interest or getting busy | mgmt | 2% |  | They play stardew valley | Consistent communication |
| 3 |  | Cannot meet with primary users (researchers) | sponsors | 35% | Unsure of purpose of project | Researchers cannot meet | Flexible meeting times |
| 4 |  | Addition of requirements | sponsors | 50% | More tasks, less time | New ideas come up | Early definition of scope |
| 5 |  | Failure to comprehend tech | team | 30% | Slows progress | Not enough research | Commit to research |

**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.

**Project Success Tracking (g is good,, b is bad)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Success Indicator** | 1/27 | 2/03 | 2/10 | 2/17 | 2/24 | 3/03 | 3/10 | 3/17 | 3/24 | 3/31 | 4/07 | 4/14 | 4/21 | 4/28 |
| Planned milestone events are being met | OK | g |  |  |  |  |  |  |  |  |  |  |  |  |
| Budget is under control | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| Quality control results are within specifications | OK | g |  |  |  |  |  |  |  |  |  |  |  |  |
| Change control process indicates minimal requests for change | OK | g |  |  |  |  |  |  |  |  |  |  |  |  |
| Project resources are being supplied per schedule | OK | g |  |  |  |  |  |  |  |  |  |  |  |  |
| Project team appears to be cohesive and reasonably happy | OK | g |  |  |  |  |  |  |  |  |  |  |  |  |
| Users seem satisfied with progress of the work | OK | g |  |  |  |  |  |  |  |  |  |  |  |  |
| Top management remains visibly supportive of the project goals | OK | g |  |  |  |  |  |  |  |  |  |  |  |  |
| Third-party vendors are delivering quality items on schedule | NA | g |  |  |  |  |  |  |  |  |  |  |  |  |
| Risk events are under control and nothing unusual is appearing | OK | g |  |  |  |  |  |  |  |  |  |  |  |  |
| Project training program is progressing according to plan | OK | g |  |  |  |  |  |  |  |  |  |  |  |  |
| Relationships with support groups have no identifiable issues | OK | g |  |  |  |  |  |  |  |  |  |  |  |  |

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

Use **OK** to indicate that the project is track according to that criteria, **NA** to indicate a non-applicable criteria, or a number with a note below.

Notes:

1:

2: