**Weekly Report for Week Ending 2017-03-24**

**IBM**

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# Status Summary

● We didn’t any work done over the break.

● We met with our sponsor on Wednesday.

## Top Highlights

● Our sponsors were fine with the lack of work due to our break.

● We got a new direction for our project (Gerrit for datasets).

● Matt gave us some examples using Gerrit.

## Top Lowlights

● We didn’t get any work done.

● We are a little bit confused about what to do next.

# Activities, Accomplishments, and Project Effort

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| --- | --- | --- | --- | --- |
| **Member** | **Activity** | **Description** | **Status** | **Effort** |
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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**

● Work on getting datasets working by pulling data from Gerrit.

● Work on getting streaming working / understand how to implement it.

## Risks

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | resolved | Sponsors losing interest or getting busy | mgmt | 2% |  | They play stardew valley | Consistent communication |
| 3 | resolved | Cannot meet with primary users (researchers) | sponsors | 35% | Unsure of purpose of project | Researchers cannot meet | Flexible meeting times |
| 4 | open | Addition of requirements | sponsors | 80% | More tasks, less time | New ideas come up | Early definition of scope |
| 5 | open | Failure to comprehend tech | team | 30% | Slows progress | Not enough research | Commit to research |
| 6 | open | Possible lack of time for our project | team | 20% | Sponsors unhappy, looks bad | Too many tasks to do, too time consuming | Identify early which tasks will take too long, discuss with sponsor |
| 7 | open | Not sure about what the priorities are for our project | team | 80% | Sponsors unhappy if we do the wrong thing | We got a big new task, not sure the priority of it | Discuss with the sponsor next meeting |

**Issues**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **RID#** | **Status** | **Issue** | **Owner** | **Due Date** | **Impact** | **Recommendation / Resolution** |
| 1 | 5 | open | Not sure how to implement streaming into TensorFlow | team | ASAP | This is a big goal of our project, so without functional streaming, we do not meet our project goal | Discuss with the sponsor next meeting |
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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.

**Project Success Tracking**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | OK | OK | OK | OK | OK |  |  | OK |  |  |  |  |  |
| 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 | OK | OK | OK | OK | OK | OK | OK | OK |  |  |  |  |  |
| Change control process indicates minimal requests for change | 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 |  |  |  |  |  |
| Project team appears to be cohesive and reasonably happy | 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 |  |  |  |  |  |
| Top management remains visibly supportive of the project goals | OK | OK | OK | OK | OK | OK | OK | OK | OK |  |  |  |  |  |
| Third-party vendors are delivering quality items on schedule | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| Risk events are under control and nothing unusual is appearing | 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 |  |  |  |  |  |
| Relationships with support groups have no identifiable issues | 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, **NA** to indicate a non-applicable criteria, or a number with a note below.

Notes: