# Weekly Report for Week Ending 02/01/2013 IBM - OpenStack

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#### **Status Summary**

We contacted our mentor and last year's group to decide what we should focus on next. Some decisions were to change from four sprints to weekly sprints. This week we focused our efforts on the project initiation and planning document, project plan, updating Trac, consolidating points of communication, and the requirements document. The group also discusses the possibility of changing from SVN to Git and we added better formatting to our Trac site to make information easier to access. The group also took the decision of making use of the bug report feature of Trac to keep track of tasks.

#### **Top Highlights**

- Project Initiation and Planning Document was completed and approved.
- We have a better understanding of the goals and purpose of our project.
- We're working better as a team, meeting at least four evenings out of the week to work together.

### **Top Lowlights**

• Our mentor was unable to meet with us as they were tied up in meetings all week.

#### Accomplishments vs. Plan

- Accomplishment Complete Project Initiation Document
  - Owner: TeamStatus: Complete
- Accomplishment Complete draft of MS Project Plan
  - Owner: TeamStatus: Complete

- Accomplishment Determine coding standard for team
  - o Owner: Team
  - o Status: Complete
- Plan Project Presentation
  - o Owner: Team
  - Status: We have created a PowerPoint for our presentation next week and will be making fine adjustments over the weekend. We plan to practice on Monday so we're prepared on Tuesday.
- Plan Complete Requirements Document
  - Owner: Team
  - Status: Most of the work is done. The 'Dependencies and Constraints' section is still missing but it will be completed on time.
- Plan Contact department faculty and staff to gauge interest in potential OpenStack use cases
  - Owner:Team
  - Status: Letter is drafted, it will be revised by the team one more time and then be sent via email in the next couple days.

#### **Goals for Next Week**

- Complete Requirements Document
  - Owner: Team
- Present in-class status update
  - o Owner: Team
- Continue working on VM setup for testing OpenStack
  - o Owner: Team
- Send email to professors
  - o Owner: Team

## Risks

ID#	Status	Risk	Owner	Probability / Priority	Impact	Trigger	Recommendation / Resolution		
NA	NA	NA	NA	NA	NA	NA	NA		

No risks found this week, that'll change once we start developing.

## Issues

ID#	RID#	Status	Issue	Owner	Due Date	Impact	Recommendation / Resolution
1001		In Progress	Need access to more hardware	Team	02/05/2013	Having more hardware will provide us a system that is in a controlled environment.	Contact Robert

Project Success Indicator	02/ 01	02/ 08	02/ 15	02/ 22	03/ 01	03/ 08	03/ 15	03/ 22	03/ 29	04/ 05	04/ 12	04/ 26	05/ 03
Planned milestone events are being met	ОК												
Budget is under control	ОК												
Quality control results are within specifications	ОК												
Change control process indicated minimal requests for change													
Project resources are being supplied per schedule and skill levels are adequate	ОК												
Project team appears to be cohesive and reasonably happy	ОК												
Users seem satisfied with progress of the work	ОК												
Top management remains visibly supportive of project goals	ОК												
Third-party vendors are delivering quality items on schedule	ОК												
ਸ਼੍ਰਿਤਿਵਿਸ਼ਸ਼ਗੁts are under control and nothing unusual is	ОК												
Project training program is progressing according to plan	ОК												
Relationships with support groups appear to have no	ОК												

identifiable issues							