

Authors - JT Kashuba  
Group - Keyboard Warriors  
Last Modified - 2/10/21

A document used to keep track of hours worked and what was done during that time.

## **JT Kashuba Individual Progress**

(Total Hours = 65)

### **Things not tracked below but well documented in Google Drive Folder: 24.25hr**

Project Manager. Assessed project scope; mitigated risks; organized, scheduled, and led group meetings. M1 1.5hr + M2 1.5hr + M3 1.75hr + M4 1.5hr + M6 2hr + M7 requested extra meeting w/ prof 1hr + M8 5hr + M9 4.5hr + M10 3.5hr = 22.25hr  
+ M12 2hr = 24.25

Gradually developed project plan by creating lists of important talking points, kept and updated working agendas, maintained the Google Drive Folder containing the documents needed for proper documentation of the progress on the application, individual progress (to be filled out by their respective group members), ongoing questions for the group and/or Prof Flores, specs for the application, and benchmarks/weekly goals.

Maintained documentation of everything that happened during group meetings in "Group Meetings" doc, helped guide the processes and topics discussed during the meetings, and brought cohesion via a steady flow of communication within the group both during and outside of meetings.

Played a large role in maintaining organization of processes, communication, and group scheduling. Posted reminders for important group event dates/times. Identified priorities. Assessed aspects of the deliverables and documentation with the objective of completing the project on schedule.

### **1-16-21 1hr**

Read through "Project Evaluation Criteria.pdf". Wrote a meeting proposal to discuss the amount of Documentation needed for this project, pinged all team members on Discord and followed up throughout the day.

### **1-17-21 30min**

Drafted and edited a write-up to inform the members who were unable to attend today's meeting of what happened during their absence. Notified all members on Discord.

### **1-18-21 11am-12:15pm**

Noah and JT working on SDS

- Started Revision History, System Overview, Software Architecture, Software Modules

- Added questions to to clarify during group meeting w/ Prof Flores

- Scheduled another meeting for tomorrow to continue working on the SDS (11am)

### **1-18-21 1hr**

Created individual progress documents to maintain proper documentation amongst the group and notified the group via Discord.

Copied SRS Template into Google Drive Folder and fixed formatting to speed up the process of getting started when Cameron and I sit down to work on it.

Managed “announcements” on Discord server. Related to scheduling/documentation.

### **1-19-21 11am-12pm**

Noah and JT working on SDS and organization/scheduling

- Worked on Software Architecture and Software Module sections

- Organized resources before the group meeting tomorrow

- Revisited questions for Prof Flores and started to rank them based on priority.

- Started an agenda for tomorrow’s group meeting

### **1-25-21 5pm-7pm**

Cameron and JT working on SRS

- Started Current System or Situation, Justification, Operational Features, and User Classes

- Added questions to clarify with Prof Flores

- Discussed the time series object and added some bullet-points to the agenda for the next group meeting

### **1-26-21 3:30pm-5:30pm**

Cameron and JT working on SRS

- Tried to start the “Use Cases” and realized we’ll potentially need to do an extensive amount of documentation for *every single function*.

- Emailed Prof Flores to ask about ^ as well as other sections of the SRS/SDS.

- Added a bunch of stuff to “Questions for Flores” and “Agenda for upcoming group meeting”

- Drafted and edited a write-up for group discord to briefly explain what Cameron and I discussed tonight and called an early start for the group meeting tomorrow.

### **1-26-21 1hr**

Scheduling and coordinating group meeting, write ups on Discord

**1-27-21 30m**

Finished documenting group meeting, emailed Prof Flores for group

**2-3-21 2hr**

Working on documentation, re-reading project deliverables and project specs, looking back over submission guidelines

**2-4-21 45min**

Verbal recap for individual documentation

Write-up on discord for remaining work on individual documentation/necessary diagrams/scheduling for the next group meeting

Started an agenda doc for the next group meeting “Agenda (final??)”

**2-4-21 2hr**

Discussed tree architecture with Noah and brainstormed general format for dynamic model

Drew rough drafts of diagram on whiteboard, sought feedback from group

Converted whiteboard version into proper dynamic model diagram using “Creately” website for final copy

**2-8-21 6hr**

Write-up for Nick of topics discussed and list of high priority tasks that were assessed during group meeting since he was unable to make it

Documentation management and editing

Edited SRS Use Cases

Finalized majority of SRS Use Cases w/ Noah

**2-9-21 10:30am-10:30pm 12hr**

Made the Dynamic model for SDS using Creately

Updated documentation in SRS Use Cases for node\_index of parent node to read a bit more straightforward for users

Worked extensively on SDS/SRS, both editing and creating/finalizing sections  
Edited rough draft of README.md, added some “at a glance” instructions for how to properly call the functions within our specific tree architecture

Edited Install\_Instructions.txt

Delegated remaining work amongst team members

**2-10-21 10am-6pm 8hr**

Editing team members contributions in SDS/SRS