# CCSE PMO Spring 2020

**Activity Log**

## Report Date (mm/dd/yyyy): 04/25/2020

## Period (Monday to Sunday of this week): 20th-26th

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member Name** | **Number of hours worked** | **Percentage of work assumed** | **Task and work done** |
| Syed Ahmed | 8 | 25% | Narration of Final Presentation, polishing of project, and final documentation. |
| Wendy Claver | 8 | 25% | Narration of Final Presentation, polishing of project, and final documentation. |
| Faith Kinchen | 8 | 25% | Narration of Final Presentation, polishing of project, and final documentation. |
| Devin Greene | 8 | 25% | Narration of Final Presentation, polishing of project, and final documentation. |
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|  |  |  |  |

Note:

* **Team Member Name**: Each team member’s name needs to be listed in the table;
* **Number of hours worked**: the number of hours each team member worked in this week;
* **Percentage of work assumed**: the percentage of work assumed by each team member in the whole team; work should be distributed between team members, as evenly as possible;
* **Task and work done**: summary of work done in this week; enough technical details required;
* Every team member’s activity during this week needs to be reported in the table;

**Meeting Log**

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member Name | Attended in-person | Attended virtually | Did not attend |
| Syed Ahmed |  | Yes |  |
| Wendy Claver |  | Yes |  |
| Faith Kinchen |  | Yes |  |
| Devin Greene |  | Yes |  |
|  |  |  |  |
|  |  |  |  |

Meeting time: 7:00pm Tuesday, Thursday, and Friday

Meeting length: One and a half hours on average

Meeting summary: The team spent most of their time this week finishing the consolidation of multiple solution files into one solution, writing documentation, and preparing to record the final presentation. A detailed overview of the semester can be found in the weekly reports attached wit this report, but a general overview is as follows:

The team first filled out its project plan, and Gannt chart. After meeting with the sponsor to have questioned answered the team set out to create and ER diagram and table schema. Using these documents the team created the first version of the database that would be used to store project information. After the creation of the database in a way that allowed for tables to communicate, the team went into a research phase. After significant amounts of research, the team was assigned duties and parts of the project to develop. Some of these assignments included sketches, more research, and some began development. The team developed the GUI, a web portal to access the GUI, and then focused on implementing role based access control, and the handling of PDF artifacts. The team spent the last few weeks combining the separate solutions into one cohesive project solution.

Note: every team member needs to make every possible effort to attend the weekly meeting; missing too many meetings will result in reduction of your grade;