# CCSE PMO Spring 2020

**Activity Log**

## Report Date (mm/dd/yyyy): 02/07/2020

## Period (Monday to Sunday of this week): 3rd - 9th

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member Name** | **Number of hours worked** | **Percentage of work assumed** | **Task and work done** |
| Syed Ahmed | 3 | 20% | Finishing of Table Schema, begin process of building DB tables in Visual Studio |
| Wendy Claver | 4 | 30% | Finishing of Table Schema, begin process of building DB tables in Visual Studio |
| Faith Kinchen | 3 | 20% | Finishing of Table Schema, begin process of building DB tables in Visual Studio |
| Devin Greene | 4 | 30% | Finishing of Table Schema, begin process of building DB tables in Visual Studio, |
|  |  |  |  |
|  |  |  |  |

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: 6:00pm

Meeting length: one and a half hours

Meeting summary: During this meeting we met virtually to discuss out finished Table Schema’s and to make the final decision on which Schema or combination of Schema that we will use. Some time was spent outside the meeting building the database in visual studio, and much of the Schema we decided to use was built by Wendy Claver outside of meeting time. We spent most of the meeting deciding on tables to remove and add from the schema, and determining if we needed to remove, add, or change junction tables to fit the criteria we gathered from our sponsor about what sort of data should be on reports and how they should be sorted.

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;