# CCSE PMO Spring 2020

**Activity Log**

## Report Date (mm/dd/yyyy): 04/11/2020

## Period (Monday to Sunday of this week): 6th-12th

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member Name** | **Number of hours worked** | **Percentage of work assumed** | **Task and work done** |
| Syed Ahmed | 5 | 25% | Finalizing of scripts to handle upload and view artifacts in the Database. |
| Wendy Claver | 5 | 25% | Finalizing of portal and implementation of Role based access at the portal level |
| Faith Kinchen | 5 | 25% | Finalize development of GUI, and models to allow for viewing and creating reports |
| Devin Greene | 5 | 25% | Creation of Poster, Milestone 3 PowerPoint, and began Final Report and Final Presentation |
|  |  |  |  |
|  |  |  |  |

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 hour and fifty two minutes

Meeting summary: During this meeting we met virtually to discuss our final changes to the GUI, and to review and clarify project requirements for the reporting feature of the Database. We also set a time to meet early next week to begin bringing separate pieces of the project together for testing before Thursday the 16th. We discussed some things about our final presentation and made begin to gather links and other resources for documentation. We also finalized the code that will be used to upload and view PDF documents, and finished implementation of a basic version of Role Based Access at the portal, which uses tables already located in the Database.

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;