# CCSE PMO Spring 2020

**Activity Log**

## Report Date (mm/dd/yyyy): 02/22/2020

## Period (Monday to Sunday of this week): 16th-23rd

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member Name** | **Number of hours worked** | **Percentage of work assumed** | **Task and work done** |
| Syed Ahmed | 4 | 35% | Revising of Table Schema, redesign of Database in VS |
| Wendy Claver | 3 | 25% | Revising of Table Schema after sponsor feedback, research of artifacts |
| Faith Kinchen | 5 | 30% | Revising of Table Schema, creation of scripts for testing |
| Devin Greene | 4 | 15% | Revising of Table Schema, delegation of duties. |
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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 |
| Devin Greene |  | Yes |  |
| Wendy Claver |  | Yes |  |
| Faith Kinchen |  | Yes |  |
| Syed Ahmed |  | Yes |  |
|  |  |  |  |
|  |  |  |  |

Meeting time: 6:00pm

Meeting length: one and a quarter hours

Meeting summary: During this meeting we discussed the feedback that we received during our milestone meeting last week. Primarily, we revised our table schema based on the feedback that ours was too detailed. We removed two tables that our sponsor said was not needed and decided to remove a couple of more that seemed superfluous in the light of new information. We learned that the database is expected to handle artifacts such as Contract for Hire documents, or the capstone application documents as pdf files or something similar. We had been told previously that the information fields in these files needed to be able to load directly into the database. We revised the Schema based on this new information, and Syed begin the process of changing the actual database in our work environment. I assigned “deliverables” to group members so that we have concrete things to show our sponsor in out biweekly meeting on Thursday. Faith is creating a sketch for the GUI (first deliverable), Syed is remodeling the Database to fit our new schema (second deliverable), Wendy is doing research and beginning the process of creating a portal for our database, and I am writing a query that will be the basis for our report functions (third deliverable).

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;