**Weekly Team Project Status Report**

**Header (Team name, members names, date, github repo/wiki)**

1. **Staffing**
   1. Assigning Accountability is key to meeting goals and deadlines. Never leave a meeting at which a task or deliverable has been discussed without ensuring someone has been assigned accountability. Flexibility suggests that each sprint may require team members change roles for a sprint, and even rotate members in and out of the team. It is best to keep these roles during the sprint unless something significant arises.
   2. NOTE: These roles are for oversight. Members are not the people assigned to do these things, but to ensure that their domain is functioning correctly.
   3. Task assignment may be done by everyone, but the accountable member ensures that all tasks are assigned. Oversight of the communications domain may entail ensuring all documentation is submitted in the agreed upon format, i.e. Whitespace is a double space or a single tab. This one subtle detail can bring about a costly waste of resources.
   4. Make a new copy of this document for each Sprint.
   5. Remember that in the Staffing table below the person assigned is not the person who does the task, but the person responsible for making sure that everything is in order and on time. For example, my name appears in the Documentation slot. That doesn’t mean I am going to do all of the documentation, that means I am going to ensure everyone has submitted their parts of the documentation correctly and on time.
   6. EVERYONE IS EXPECTED TO CONTRIBUTE SOMETHING TO ALL PARTS OF THE PROJECT, ESPECIALLY TO THE CODE.

|  |  |  |
| --- | --- | --- |
| ***Section*** | ***Team Member - Primary*** | ***Team Member - Secondary*** |
| 1. *Team Purpose* |  |  |
| 1. *Team Management Plan* |  |  |
| * 1. *Team Leadership* |  |  |
| * 1. *Task Assignments* |  |  |
| * 1. *Communication Plan* |  |  |
| * 1. *Documentation* | *Phil* |  |
| * 1. *Change Management* |  |  |
| 1. *Team Members / Skills Inventory* |  |  |

1. **Tasks**
2. Tasks remaining to do

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ID | Task Name | Dependencies | Resources | Duration | Start Date | Stop Date |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Current tasks

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ID | Task Name | Percent Complete | Accountability | Issues | Acceptance Review |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Completed tasks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Task Name | Date Complete | Accountability | Acceptance Review |
|  |  |  |  |  |
|  |  |  |  |  |

1. Activity Summary

|  |  |
| --- | --- |
| Hours Worked | Name |

1. **Problems encountered or potential problems expected:**

Include all problems encountered the prior week, who encountered the problems, what precipitated the problem, what troubleshooting was tried, and what solution was implemented, and what problems are still unsolved.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Problem | Accountability | Cause | Troubleshooting | Solution | Unresolved | Plan |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **WBS - Work Breakdown Structure**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ID | Task Name | % Complete | Accountability | Duration | Start | End |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Team Retrospective**

This is not a form to be filled out. It is a guide for your team to discuss the previous cycle. Use the same format for your individual retrospective.

Reflecting on your experiences during this cycle,

* 1. What went right
  2. Analyze thoroughly what went wrong.
  3. What you learned from it.
  4. How you overcame the challenges you perceive caused it.
  5. What would you do differently next time

Do not submit the information below this, it is guidance for you, not part of the status report. Delete all purple text before submission.

**How this process works:**

Each week the team will turn in a complete set of documentation. This consists of two main documents,

1. Project Management – The information above
2. Technical document – The information in the SRS

You may also have other supporting documents like spreadsheets, that do not easily pasted into MSWord.docx.

Everyone collaborates on all team assignments

Individuals maintain their Activity Logs

Before the weekly deadline, all individuals provide activity logs to the designated individual to collate into Item B.4.

Each week submit an updated version by updating this sheet and submitting it with your technical document.

The technical document will be nearly exactly like the SRS you did individually. (That’s why we did an individual project first :) )