**Team TAPS: Tiffany Cole, Andrew Wilson, Philippine Tembo, Sean Bruce**

**5/21/2020**

<https://github.com/BC-ISIT322-team-TAPS-Spring-2020>

**Weekly Team Project Status Report**

1. **Staffing**

|  |  |  |
| --- | --- | --- |
| *Section* | *Team Member - Primary* | *Team Member - Secondary* |
| 1. *Team Purpose* |  |  |
| 1. *Team Management Plan* |  |  |
| * 1. *Team Leadership* | *Sean* |  |
| * 1. *Task Assignments* | *Sean* |  |
| * 1. *Communication Plan* | *Sean* |  |
| * 1. *Documentation* | *Sean* | *Tiffany, Phila* |
| * 1. *Change Management* | *Andrew* |  |
| 1. *Team Members / Skills Inventory* | *Sean* | *Tiffany, Andrew, Phila* |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ID | Task Name | Dependencies | Resources | Duration | Start Date | Stop Date |
|  | n/a |  |  |  |  |  |

1. Current tasks

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ID | Task Name | % Complete | Accountability | Issues | Acceptance Review |
| 3 | GitHub Setup | 0% | Andrew |  |  |
| 4 | Status Report | 50% | Sean |  |  |
| 2 | Team Charter | 90% | Sean | Team responses |  |

1. Completed tasks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Task Name | Date Complete | Accountability | Acceptance Review |
| 1 | SRS | 5/21 | Tiffany/Philia |  |
|  |  |  |  |  |

1. Activity Summary

|  |  |  |  |
| --- | --- | --- | --- |
| ID | Name | Task Name | Hours |
| 0 | Sean | Example Task | 6 |
|  |  |  |  |
|  |  |  |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Problem | Accountability | Cause | Troubleshooting | Solution | Unresolved | Plan |
| n/a |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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 :) )