Status/Progress Report (IST 210 FLIX2YOU)

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| **Group Name**: 16Candles (FLIX2YOU\_5V\_16)  **Group Member Name:** Taylan Unal  **Date:** 10/23/18  **Reporting Period:** October 2018 |
| **Overall Status at a glance:**  At this point in the semester, we’ve begun work on our Flix2You assignment, have established communication between members and have set out clear guidelines for the project going into the future. So far, we’ve put together a few documents that have been instrumental to our work by utilizing those channels of communication we’ve setup. |
| **Work completed by you this reporting period:**   * Worked on Project Cover Page * Prepared Master Project Document based on guidelines * Writing Executive Summary * Building Table of Contents * Began work on GANTT Chart |
| **Work completed by the entire group this reporting period:**   * Created Document Cover Page * Laid out Project Objectives, organizing them by difficulty/length of time to complete (useful for GANTT chart) * Wrote Executive Summary for project * Added assignments to Google Calendar to manage scheduling of tasks, and to distribute roles for the project, making sure that everyone in the group is on the same page. * Created a GroupMe group for better communication between members in the group regarding class, group assignments, deadlines, etc. * Created Google Drive shared folder to collaborate on documents for the project * Each of us has contributed to the project in our own ways, within our own loosely defined roles. |
| **Work to be completed by you and the entire team:**  *Individual:*   * Work on creating a GANTT chart * Creating a Table of Contents for the Project * Further organizing project timeline and goals   *Team:*  Work that needs to be completed by team  - Create a Data Dashboard for Flix2You  - Create a GANTT Chart to better understand project timeline and objectives in a clearer manner.  - Create Legal documents  - Organize Data for analysis  - Create a Table of Contents Document for the project |
| **What’s going well and why:**   * Great communication between group members, active participation in group and individual assignments * Everyone makes a commitment to stay after class, and stays focused when we get time during class to work on our projects * Everyone in our group is excited and ready to put together a great final project |
| **What’s not going well and why:**   * We’ve loosely assigned roles for each of our group members, and the documents that each of us must complete is slightly unclear. Assigning roles would help improve clarity in understanding between group members for what work is expected. |
| **Suggestions/Issues:**   * Our main concern right now is not having met up outside of class due to scheduling conflicts, or other commitments. Looking forward, meetings outside of class may be beneficial to progressing the project. * Another concern of ours is completing the tasks on the calendars, as we’ve started to fall behind due to our individual commitments to other classes/lack of understanding of who needs to complete which assignment. |
| Changes from original Group Contract and MOU: No changes from original documents. |