Weekly Report for Week Ending 1/31/15

IBM Continuous Integration Project

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# Status Summary

* Met with mentor and began preliminary technology research

## Top Highlights

* Met with mentor to get an understanding of the project architecture and what is required of us.

## Top Lowlights

* It was challenging to find a consistent meeting time but one was eventually established (8:00 AM on Wednesdays)

# Accomplishments vs. Plan

* Plan – Begin general technology research
  + Owner: All
  + Status: More research is necessary to have a knowledgeable understanding of the project
* Plan – Create Git Repository
  + Owner: All
  + Status: Planning and creation phase
* Plan – Create MS Project
  + Owner: Adam Murray
  + Status: Pending the creation of the Git repository

# Goals for Next Week

* Research Graphite
  + Owner: Scott Rotvold
* Research Python
  + Owner: All
* Finish MS Project Setup
  + Owner: Adam Murray
* Begin Project Specification Document
  + Owner: All
* Begin requirements document
  + Owner: All

## Risks

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **Status** | **Risk** | **Owner** | **Probability/ Priority** | **Impact** | **Trigger** | **Recommendation / Resolution** |
| R001 | Unresolved | Setting up Git Repository | Team | 20% / Critical | Might cause a bottleneck in overall project | Need to store all documents in project | Create Git Repository within the next few days. |
| R002 |  |  |  |  |  |  |  |
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## Issues

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| **ID#** | **RID#** | **Status** | **Issue** | **Owner** | **Due Date** | **Impact** | **Recommendation / Resolution** |
| I001 |  | Resolved | Standardize Communication | Team | 1/31/2011 | Issue will compound and will take longer to fix if left unchecked | Decide upon a common mode of communication |
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| **Project Success Indicator** | 1/31/14 | 2/7/14 | 2/14/2014 | 2/21/2014 | 2/28/2014 | 3/7/2014 | 3/14/2014 | 3/21/2014 | 3/28/2014 | 4/4/2014 | 4/11/2014 | 4/18/2014 | 4/25/2014 | 5/2/2014 |
| Planned milestone events are being met | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Budget is under control | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Quality control results are within specifications | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Change control process indicates minimal requests for change | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project resources are being supplied per schedule and skill levels are adequate | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project team appears to be cohesive and reasonably happy | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Users seem satisfied with progress of the work | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Top management remains visibly supportive of the project goals | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Third-party vendors are delivering quality items on schedule | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| Risk events are under control and nothing unusual is appearing | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project training program is progressing according to plan | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Relationships with support groups appear to have no identifiable issues | OK |  |  |  |  |  |  |  |  |  |  |  |  |  |

In each cell say OK or put a number for a note that you add below.

Note 1: