

	<b>Weekly Team Task and Status Meeting Report</b>	<b>Report #5</b>
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<b>Team:</b> SimSolutions	<b>Meeting Date:</b> 2008/02/21
<b>Project Title:</b> Inertial Navigation Data Simulator	
<b>Team members present:</b> David E Smith Ryan Raub Mike Kasper	<b>On-time:</b> David E Smith Ryan Raub Mike Kasper

### Progress of Team Meetings

- a) last meeting(s): 2008/02/13
- b) next meeting(s): 2008/02/27
- c) No communication problems.

### Last week's Tasks: Status

<b>Task Title:</b> Requirements / Execution Plan	<b>Task Initiation:</b> 2008/02/07	<b>Due Date:</b> 2008/02/06	<b>Status:</b> Complete
<b>Who (%):</b> David (50%), Ryan (25%), Mike (25%)			
<b>Description:</b> A concise 6-15 page document detailing customer needs, functional requirements, and the plan for accomplishing the project. This document forms the legal basis for execution of the project. Once the client signs off on this document, both sides know and are bound by what is expected as a deliverable.			
<b>Outcome/Progress:</b> Due to delays in preparing the draft, the final document was behind schedule as well. Sponsor and mentor revisions are complete, and the document has been finished.			
<b>Self Task Eval:</b> Task complete, met expectations.			

<b>Task Title:</b> Design Specification Draft	<b>Task Initiation:</b> 2008/02/13	<b>Due Date:</b> 2008/02/18	<b>Status:</b> Complete
<b>Who (%):</b> David (20%), Ryan (40%), Mike (40%)			
<b>Description:</b> A concise 5-15 page document detailing how the software will be built and designed, including all classes, methods, etc. Includes enhanced timeline. A technical reader should get clear feeling that the implementation is well in-hand and on track to success.			
<b>Outcome/Progress:</b> Completed on time.			
<b>Self Task Eval:</b> Task complete, met expectations.			

### This week's Tasks: Work Plan

<b>Task Title:</b> Architecture Design	<b>Task Initiation:</b> 2008/02/13	<b>Due Date:</b> Feb 2008	<b>Status:</b> In Progress
<b>Who (%):</b> David (25%), Ryan (50%), Mike (25%)			
<b>Description:</b> Designing architecture, class relations, UML diagrams for the project, and exchanging these with the mentor and sponsor for feedback.			
<b>Outcome/Progress:</b> UML Diagrams complete, basic design complete. Final revisions in progress.			

<b>Task Title:</b> Interface Design	<b>Task Initiation:</b> 2008/01/30	<b>Due Date:</b> Feb 2008	<b>Status:</b> In Progress
<b>Who (%):</b> David (20%), Ryan (20%), Mike (60%)			
<b>Description:</b> Designing the user interface, the look of the application, and the flow of user-centered tasks. Exchanging mockups with the mentor and sponsor for feedback.			
<b>Outcome/Progress:</b> Design and mockups complete. Final revisions in progress.			

<b>Task Title:</b> Design Specification	<b>Task Initiation:</b> 2008/02/18	<b>Due Date:</b> 2008/02/22	<b>Status:</b> Waiting for Mentor
<b>Who (%):</b> David (60%), Ryan (20%), Mike (20%)			
<b>Description:</b> A concise 5-15 page document detailing how the software will be built and designed, including all classes, methods, etc. Includes enhanced timeline. A technical reader should get clear feeling that the implementation is well in-hand and on track to success.			
<b>Outcome/Progress:</b> On time. Work is excellent and exceeds team expectations. Waiting for final revisions from mentor and sponsor.			

<b>Task Title:</b> Establish Development Environment	<b>Task Initiation:</b>	<b>Due Date:</b> Feb 2008	<b>Status:</b> Not Started
<b>Who (%):</b> David (33%), Ryan (34%), Mike (33%)			
<b>Description:</b> Set up environment, programming languages, development framework, code repositories, and code revision management. Complete a "hello world" milestone.			
<b>Outcome/Progress:</b> Not started.			

### Timeline check:

- a) Team is on time.
- b) Website is active and current; still waiting for official web space.

### Other Problems / Other Issues:

None at this time.