	Weekly Team Task and Status Meeting Report	**Report#: 01**

Team: Egg Men Industries	**Meeting Date: January 27, 2011**
Project Title: SCREEN3	

Team members present:	**On-time:**
Cyle Chad Ryan	Cyle Chad Ryan

Progress of Team Meetings

a) last meeting(s): 01/25/2011, 2:00pm – 4:00pm, bldg. 69, 3rd floor seminar room
b) next meeting(s): 02/01/2011, 2:00pm – 4:00pm, bldg. 69, room 102
c) Communication Problems? None

Last week's Tasks: Status

Task Title: Research SCREEN3	**Task Initiation:** 01/19/2011	**Orig. Due Date:** 01/25/2011	**Status:** OVERDUE, 2 days
Description: Setup a meeting with Dr. Terry Baxter to discuss how SCREEN3 works, what it is, and current software that utilizes the SCREEN3 standard.			
Responsible for Task: • Cyle (33%) Make initial contact with sponsor, get details about SCREEN3 (formula sheet) • Chad (33%) Test SCREEN3 program from epa.gov • Ryan (33%) Test Screen View program from weblakes.com			
Outcome(s) and Progress: • Cyle met with sponsor briefly to introduce himself, suggested he have a presentation about SCREEN3 with whole team about SCREEN3. • Dr. Baxter explained the applications of SCREEN3, gave a demo of the SCREEN3 program from EPA website and of Screen View program from Lakes Environmental. • Cyle requested from Dr. Baxter a fact sheet about SCREEN3 with variable explanations, and formulas for the calculations. Awaiting a response from Dr. Baxter. • Chad downloaded and installed the SCREEN3 program from the EPA and tested it thoroughly to understand the program flow, how it works, and its downfalls. • Ryan downloaded and installed the Screen View program from the weblakes.com and tested it thoroughly to understand the program flow, how it works, and its downfalls.			
Evaluation: Our team has been working very well so far, we have been staying on task, have great communication between members, and hope to continue working so efficiently.			

Task Title: Team Inventory Report	**Task Initiation:** 01/19/2011	**Orig. Due Date:** 01/24/2011	**Status:** COMPLETED

Description:

Each team member is responsible for creating a profile and résumé. A team member will be responsible for merging/streamlining these documents to be submitted along with a memo to the team mentor and sponsor.

Responsible for Task:
- Cyle (40%) Draft team memo, personal profile and résumé, then submit/edit merged résumés and profiles from all team members
- Chad (30%) Draft personal profile and résumé
- Ryan (30%) Draft personal profile and résumé

Outcome(s) and Progress:
- After completing profiles and résumés independently, out team met to discuss what information should be kept or discarded for the sake of uniformity. We drafted a memo as a group to submitted with our profiles and résumés
- Cyle edited and merged the documents together, then forwarded the file for final approval before submitting

Evaluation:

As a team, we felt the team inventory document was unclear about the information to be included and how it was to be delivered. For the sake of correct formatting, Cyle submitted final document in multiple formats.

Task Title: Team Standards Document	**Task Initiation:** 01/25/2011	**Orig. Due Date:** 01/27/2011	**Status:** COMPLETED

Description:

Develop and document a set of team standards. Standards range from the assignment of roles to team members to establishing rules for the look and feel of team documents.

Responsible for Task:
- Ryan (50%) Coordinate meeting to discuss team standards, draft the team standards document
- Chad (25%) Discuss and offer input about the standards to be established
- Cyle (25%) Discuss and offer input about the standards to be established

Outcome(s) and Progress:
- Ryan led the discussion during our meeting for standards and expectations from all team members
- Each team member made suggestions to which they had to be unanimously agreed upon to become a standard.
- Ryan drafted the document, the submitted a copy to the team for final approval.

Evaluation:

Our team completed this task swiftly, as a whole, our team is excited that we all share the same work ethic and standards.

Task Title: Team Website (Skeletal)	**Task Initiation:** 01/25/2011	**Orig. Due Date:** 01/27/2011	**Status:** COMPLETE

Description:

Setup, design and post a skeletal website on the CEFNS hosted capstone web space.

Responsible for Task:
- Cyle (100%) Contact CEFNS IT for setup, design skeletal web site (offline), transfer web site online

Outcome(s) and Progress:
- Cyle met with the head of CEFNS IT dept Pete Gomersall, sent him an email with the proper information for capstone web space setup.
- Cyle designed the skeletal layout using WAMP, and when the web space was made available transferred the web site to the server.

Evaluation:

The web page was easily built with skills acquired from CS212: Web Programming. The site is basic, but a great foundation to build from.

This week's Tasks: Work plan

Task Title: Requirements & Execution Plan (Draft)	Task Initiation: 01/25/2011	Orig. Due Date: 01/31/2011	Status: ON-TIME
Description: The initial draft of the requirements & execution plan to be submitted to our mentor for evaluation, then given back for final revision			
Responsible for Task: • Chad (60%) Drafting the requirements & execution plan, using experience as Document Coordinator with CS386 project to generate the document • Ryan (20%) Offering input based on prior experience from CS386 project • Cyle (20%) Offering input based on prior experience from CS386 project			

Task Title: Requirements & Execution Plan (Final)	Task Initiation: 02/01/2011	Orig. Due Date: 02/07/2011	Status: ON-TIME
Description: From the returned initial draft of the requirements & execution plan, revise according to the mentor's suggestions and submit final version			
Responsible for Task: • Chad (60%) Drafting the requirements & execution plan, using experience as Document Coordinator with CS386 project to generate the document • Ryan (20%) Offering input based on prior experience from CS386 project • Cyle (20%) Offering input based on prior experience from CS386 project			

Upcoming Tasks: Planning

Task Title: HTML5 Research	Who (%): • Ryan (100%)	Rough Due Date: 02/04/2011
Description: A possible alternative to designing an app for the iPhone (iOS) while bypassing app store approval process		

Task Title: Fortran Research	Who (%): • Cyle (100%)	Rough Due Date: 02/04/2011
Description: See if it is feasible to convert the original SCREEN3 Fortran code to Java		

Timeline check:

a) Still awaiting formula sheet from Dr. Baxter, will reiterate my interest to him.
b) Notebook Status: UP-TO-DATE
c) Website Status: Basic skeletal site is up and running (ON-TIME)

Other Problems / Other Issues:

We lost a team member earlier this week, does not seem to have effected the team dynamic.