	Weekly Team Task and Status Meeting Report	**Report#: 02**

Team: Egg Men Industries	**Meeting Date: February 03, 2011**
Project Title: SCREEN3	
Team members present: Cyle Chad Ryan	**On-time:** Cyle Chad Ryan

Progress of Team Meetings

a) last meeting(s): 02/01/2011, 2:00pm – 4:00pm, bldg. 69, room 102
       02/02/2011, 12:00pm – 2:00pm, bldg. 69, room 105
b) next meeting(s): 02/03/2011, 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:** COMPLETED
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: • UPDATE: We made a final decision to not recode and incorporate the existing SCREEN3 application into our final project; making the formula sheet unnecessary. • 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: We've determined that we can use the existing software and simply incorporate that into our web service. This means that we have all the knowledge necessary involving the SCREEN3 application in order to finish the project.			

Task Title: Requirements & Execution Plan (Draft)	**Task Initiation:** 01/25/2011	**Orig. Due Date:** 01/31/2011	**Status:** COMPLETED

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

Outcome(s) and Progress:
- Finished the draft of the Requirements & Execution Plan
- Missed a few necessary elements of final submission

Evaluation:
    We had a lapse in communication, due to inaccessibility of Capstone site on certain networks. We included a majority of the required sections in the submitted document. We have the basic structure and for future documents will need to refer to standards posted on the Capstone site before beginning a document.

This week's Tasks: Work plan

Task Title: Website, Advance Layout	**Task Initiation:** 02/02/2011	**Orig. Due Date:** 02/08/2011	**Status:** ON-TIME

Description:
    Setup, design and post an advance layout of the website

Responsible for Task:
- Cyle (100%) Setup home, admin, user, input, archival data and graph pages.

Task Title: Requirements & Execution Plan (Final)	**Task Initiation:** 02/02/2011	**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%) Finish document with all required elements. Conform to Team Bylaws.
- Ryan (20%) Offering input based on prior experience from CS386 project
- Cyle (20%) Offering input based on prior experience from CS386 project

Task Title: Presentation (Power Point)	**Task Initiation:** 02/01/2011	**Orig. Due Date:** 02/03/2011	**Status:** ON-TIME

Description:
    Create and format a professional Power Point for use during our teams requirements presentation

Responsible for Task:
- Chad (100%) Create a Power Point for the presentation

Task Title: Presentation (Preparation)	Task Initiation: 02/02/2011	Orig. Due Date: 02/08/2011	Status: ON-TIME
Description: Team members assigned elements of the presentation to prepare for. Meet up on Thursday for a dry run.			
Responsible for Task: • Chad (33%) Practice • Ryan (33%) Practice • Cyle (33%) Practice			

Task Title: General Database Structure	Task Initiation: 02/02/2011	Orig. Due Date: 02/08/2011	Status: ON-TIME
Description: Ryan will begin to structure the database so that when we start to add functionality to the website. He will use WAMP to emulate a running server with a database.			
Responsible for Task: • Ryan (100%)			

Upcoming Tasks: Planning

Task Title: Website, Functionality	Who (%): • Undecided	Rough Due Date: 02/15/2011
Description: Functional website with user login in addition to output to incorporate into the SCREEN3 element.		

Timeline check:

a) Meeting this week with Dr. Baxter cancelled due to illness. Rescheduled meeting with Dr. Baxter to discuss the project being solely a web-based application.
b) Notebook Status: Working on Final Requirements and Requirements Presentation (ON-TIME)
c) Website Status: Advanced Layout (ON-TIME)

Other Problems / Other Issues:

Requirements had additional elements that we did not foresee; future documentation will be double checked against established standards set by Capstone.