

	Weekly Team Task and Status Meeting Report	Report#: 03
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Team: Egg Men Industries	Meeting Date: February 10, 2011
Project Title: SCREEN3	
Team members present: Cyle Chad Ryan	On-time: Cyle Chad Ryan

Progress of Team Meetings

- a) last meeting(s): 02/08/2011, 2:00pm – 4:00pm, bldg. 69, room 102
 02/09/2011, 12:00pm – 2:00pm, bldg. 69, room 105
- b) next meeting(s): 02/10/2011, 10:00am – 11:00am, bldg. 69, room 102
- c) Communication Problems? None

Last week's Tasks: Status

Task Title: Website, Advance Layout	Task Initiation: 02/02/2011	Orig. Due Date: 02/08/2011	Status: COMPLETE
Description: Setup, design and post an advance layout of the website			
Responsible for Task: <ul style="list-style-type: none"> • Cyle (100%) Setup home, admin, user, input, archive and graph pages. 			
Outcome(s) and Progress: <ul style="list-style-type: none"> • Finished posting deliverables and weekly reports pages • Finished project info pages • Finished team related pages • Placeholder made for SCREEN3 program site. • Early concepts made for SCREEN3 program site including page layouts, and site flow • Determined that all remaining website development will happen with WAMP (local server simulator) 			
Evaluation: The foundation for the website is finished. Now we need to add in the forms and functionality.			

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: <ul style="list-style-type: none"> • 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 			
Outcome(s) and Progress: <ul style="list-style-type: none"> • Turned in and finished. 			
Evaluation: Our requirements have been finalized and we have sent the document to our Client. This will act as the final requirements for our project if our Client approves.			

Task Title: Presentation (Power Point)	Task Initiation: 02/01/2011	Orig. Due Date: 02/03/2011	Status: ON-TIME
Description: Setup, design and post an advance layout of the website			
Responsible for Task: <ul style="list-style-type: none"> • Chad (100%) Create a Power Point for the presentation 			
Outcome(s) and Progress: <ul style="list-style-type: none"> • Power Point finished. All slides approved by team members 			
Evaluation: The power point has been tested and approved by all members. It has been deemed of proper length.			

Task Title: Presentation (Preparation)	Task Initiation: 02/02/2011	Orig. Due Date: 02/10/2011	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: <ul style="list-style-type: none"> • Chad (33%) Practice • Ryan (33%) Practice • Cyle (33%) Practice 			
Outcome(s) and Progress: <ul style="list-style-type: none"> • Parts established • Two meeting where we rehearsed • One meeting at 10:00am on Thursday established for final rehearsal 			
Evaluation: Progress has been steady. All we need to do is continue to practice our parts. Presentation time was pushed to Thursday.			

This week's Tasks: Work plan

Task Title: Website Form (SCREEN3)	Task Initiation: 02/08/2011	Orig. Due Date: 02/15/2011	Status: ON-TIME
Description: Creating the form of the SCREEN3 data entry page. This includes a dynamic entry screen for the different options.			
Responsible for Task: <ul style="list-style-type: none"> • Chad (100%) Create the SCREEN3 data entry page 			

Task Title: Website Form (Flow)	Task Initiation: 02/08/2011	Orig. Due Date: 02/15/2011	Status: ON-TIME
Description: Main web pages created (Home, About, Contacts, Graph, Archive, Admin) with full connectivity established along with all basic form completed.			
Responsible for Task: <ul style="list-style-type: none"> • Ryan (100%) Create the websites with all parts. General form of final website 			

Task Title: Website Database	Task Initiation: 02/08/2011	Orig. Due Date: 02/22/2011	Status: ON-TIME
Description: Full database for website. This includes the establishment of usernames, passwords, subscription information, administration access, and archived data entry.			
Responsible for Task: <ul style="list-style-type: none"> • Ryan (100%) Build the database 			

Task Title: SCREEN3 Data Entry	Task Initiation: 02/08/2011	Orig. Due Date: 02/15/2011	Status: ON-TIME
Description: Figure out how data is entered into the SCREEN3 model in the correct .DAT format.			
Responsible for Task: <ul style="list-style-type: none"> • Cyle (100%) Research using the User Guide of the SCREEN3 model 			

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: <ul style="list-style-type: none"> • 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 on 2/08 we will have something to work with.			
Responsible for Task: <ul style="list-style-type: none"> • Ryan (100%) 			

Task Title: Design (Draft)	Task Initiation: 02/08/2011	Orig. Due Date: 02/14/2011	Status: ON-TIME
Description: Complete a draft of the Design document. This includes a extensive description of the Architecture and Implementation of the final project, along with all other requirements included in the online description.			
Responsible for Task: <ul style="list-style-type: none"> • Chad (100%) Develop the draft using the class website 			

Upcoming Tasks: Planning

Task Title: Website, Full Functionality	Who (%): <ul style="list-style-type: none"> • Undecided 	Rough Due Date: 02/22/2011
Description: Functional website with user login in addition to output to incorporate into the SCREEN3 element.		

Timeline check:

- a) Notebook Status: Working on Requirements Presentation (ON-TIME)
- b) Website Status: Form (ON-TIME)

Other Problems / Other Issues:

No problems or issues at this time.