

	Weekly Team Task and Status Meeting Report	Report#: 04
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Team: Egg Men Industries	Meeting Date: February 17, 2011
Project Title: SCREEN3	
Team members present: Cyle Chad Ryan	On-time: Cyle Chad Ryan

Progress of Team Meetings

- a) last meeting(s): 02/15/2011, 10:00am – 11:00am, bldg. 69, room 218
- b) next meeting(s): 02/17/2011, 2:00pm – 4:00pm, bldg. 69
- c) Communication Problems? None

Last week's Tasks: Status

Task Title: Presentation (Power Point)	Task Initiation: 02/01/2011	Orig. Due Date: 02/03/2011	Status: COMPLETE
Description: Power Point for Design Review 1 presentation			
Responsible for Task: <ul style="list-style-type: none"> • Chad (60%) Create a Power Point for the presentation • Cyle (20%) Slide revision where needed • Chad (20%) Create scheduling diagram 			
Outcome(s) and Progress: <ul style="list-style-type: none"> • Power Point revisions content revised (shortening bullet points) per mentor during weekly meeting 02/10/11 • Power Point section formatting reworked 2/15/11 after consultation with mentor 			
Evaluation: The power point has been tested and approved by all members. It has been deemed of proper length and content			

Task Title: Presentation (Preparation)	Task Initiation: 02/02/2011	Orig. Due Date: 02/08/2011	Status: COMPLETE
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 meetings where we rehearsed • Time ran out on Thursday for presentation, moved to Tuesday, 2/15/2011 • Practiced once again Tuesday morning with revised Power Point 			
Evaluation: Presentation went well, with plenty of quality feedback.			

Task Title: Website Forms (SCREEN3)	Task Initiation: 02/08/2011	Orig. Due Date: 02/15/2011	Status: DELAYED
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 			
Outcome(s) and Progress: <ul style="list-style-type: none"> Progress slowed after more time spent on Design document. 			
Evaluation: Little progress has been made on this page. Meeting on Sunday discussing the Design document established the uniform form of the page. Expect to complete by 02/20/11			

Task Title: Website Forms (Flow Diagram)	Task Initiation: 02/08/2011	Orig. Due Date: 02/15/2011	Status: DELAYED
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 			
Outcome(s) and Progress: <ul style="list-style-type: none"> Progress slowed after more time spent on Design document. 			
Evaluation: Little progress has been made on this page. Meeting on Sunday discussing the Design document established the uniform form of the page. Expect to complete by 02/20/11			

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 			
Outcome(s) and Progress: <ul style="list-style-type: none"> Installed WAMP on local machine Setup database within WAMP Identified variables needed for database 			
Evaluation: Setup of test database with WAMP had no problems. Parameters set in test database; next step is testing basic functionality of database with example forms.			

Task Title: SCREEN3 Data Entry	Task Initiation: 02/08/2011	Orig. Due Date: 02/15/2011	Status: DELAYED
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 			
Outcome(s) and Progress: <ul style="list-style-type: none"> Reviewing documentation for Using SCREEN3 program to establish input format required 			
Evaluation: Complexity higher than originally planned, extending due date until 02/22/11 to complete input file diagramming.			

Task Title: Design (Draft)	Task Initiation: 02/08/2011	Orig. Due Date: 02/14/2011	Status: COMPLETE
Description: Complete a draft of the Design document. This includes an 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 (70%) Develop the draft using the class website • Cyle (15%) Reviewed/Revised introduction • Ryan (15%) Reviewed content overall 			
Outcome(s) and Progress: <ul style="list-style-type: none"> • Design Draft finished 			
Evaluation: Progress went well. We met Sunday at the library. The group collectively went over the draft and discussed additions need to the rough draft written by Chad before submitting. Cyle revised the introduction, while Chad and Ryan discussed any additions in later sections.			

This week's Tasks: Work plan

Task Title: Version Control (Research)	Task Initiation: 02/14/2011	Orig. Due Date: 02/20/2011	Status: ON-TIME
Description: Establish what the group will use for software version control.			
Responsible for Task: <ul style="list-style-type: none"> • Ryan (100%) 			

Task Title: Design Framework (Research)	Task Initiation: 02/15/2011	Orig. Due Date: 02/24/2011	Status: ON-TIME
Description: Feedback from our presentation has suggested researching rich web application frameworks.			
Responsible for Task: <ul style="list-style-type: none"> • Cyle (100%) 			

Task Title: Design (Final)	Task Initiation: 02/16/2011	Orig. Due Date: 02/21/2011	Status: ON-TIME
Description: Complete the Final Design document.			
Responsible for Task: <ul style="list-style-type: none"> • Cyle (50%) • Ryan (50%) 			

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: Finished reorganization, submitted first draft of Design document (ON-TIME)
- b) Website Status: Forms (DELAYED)

Other Problems / Other Issues:

The postponement of our Design Review 1 presentation realigned our priorities to concentrate on Design Review Power Point/Presentation and Design (draft), impeding progress on other tasks.

Comments/suggestions after presentation have made us reexamine approach to SCREEN3 integration and forms creation.