

Weekly Team Task Report

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Team: Team PathLab				Date: 9/27/2018			
Project Title: Graphical User Interface for massively multiplexed pathogen detection							
	Turan <u>Present</u> On-time		Alex <u>Present</u> On-time		Chance <u>Present</u> On-time		Austin <u>Present</u> On-time

Recent Meetings:

- Team Meeting on Tuesday 9/25
- Client Meeting on Thursday 9/27

TASKS COMPLETED since last meeting:

Task Title: Complete Team Inventory	Task Initiation: 9/20	Orig. Due Date: 9/28	Status: Completed
Who (%): Everyone contributed equally			
Description: This tasks required us to come up with a document to give the client the necessary information about every individual team member. The goal of the document is to allow the client to get familiarity with every team member's experiences and background in general.			
Expected Outcome: A document with clear description of the team members and their backgrounds. Hardcopy delivered to mentor and electronic version mailed to the client.			

TASKS COMPLETED since last meeting:

Task Title: Complete Team Standards Doc	Task Initiation: 9/20	Orig. Due Date: 9/28	Status: Completed
Who (%): Alex (35%), Turan(25%), Austin (20%), Chance(20%)			
All team members discussed the set of standards, rules and expectation. Alex was tasked with completing the initial draft and creating the Google Doc. Turan contributed by modifying and changing some of the formatting and added new conduct section. Austin and Chance provided great feedback in the process.			
Description: This tasks required us to come up with a document to give the client the necessary information about every individual team member. The goal of the document is to allow the client to get familiarity with every team member's experiences and background in general.			
Expected Outcome: Deliver printed hardcopy to mentor and keep the standards doc as a reference point to manage any conflicts in the future. This document needs to clearly cover expectation, rules, and conduct for team members.			

This week's Tasks: Work plan for coming week

Task Title: Website Design	Task Initiation: 9/27	Orig. Due Date: TBA	Status: In Progress 15%
Who (%): Turan (50%) & Austin (50%)			
Description: Set up and design a basic website showcasing our project information, team information and other necessary details.			
Expected Outcome: The website should have its basic structure with sections available to fill out with detail later.			

Task Title: Intro Presentation	Task Initiation: 9/27	Orig. Due Date: TBA	Status: In Progress 15%
Who (%): Everyone needs to contribute equally			
Description: Create a slideshow presentation for the overview of our project.			
Expected Outcome: Full presentation of slideshow, showing our plans.			

Task Title: Research Suitable Technologies	Task Initiation: 9/27	Orig. Due Date: TBA	Status: In Progress 10%
Who (%): Everyone needs to contribute equally			
Description: Look further into what frameworks/languages will work best for our project. Compare compatibilities, resource usage and optimization issues to pick ideal combinations.			
Expected Outcome: List of the tools we will use for the project with consideration for backup changes in case of unforeseen circumstances. This list will be shared on Slack and later used in our meeting with our client.			

Upcoming Tasks: Planning

Task Title: Technological Feasibility	Who (%): Turan Naimey	Rough Due Date: 10/10
Description: Once we have a list of technologies that we think are suitable for this project, I will go ahead and conduct a preliminary technological feasibility analysis on each technology to see what's our best choice. This information will be discussed with mentor and client before the finalization of the tools we will use.		