Weekly Team Task Report

Team:	**PathLab**	Date:01/23/2019

Project Title: Graphical User Interface for massively multiplexed pathogen detection				

	Turan Present On-time		**Alex** Present On-time		**Chance** Present On-time		**Austin** Present On-time

Recent Meetings:

None

TASKS COMPLETED since last meeting:

This week's Tasks: Work plan for coming week

Task Title: Communication Strategy Planning	**Task Initiation:** 1/21	**Orig. Due Date:** 1/23 - 5 pm	**Status:** In-Progress
Who (%): Turan (30%) (Alex 30%) Chance (20%) (Austin 20%)			
Description: Develop a "team communication strategy" for your team for the CS486 semester.			
Expected Outcome: Document containing the information below: - At least one weekly, in-person team meeting is required! - Teams will want to firmly schedule at least once a week, while also putting in place mechanisms for scheduling additional "touch base" and/or "on-demand" meetings as needed. - Also detail what other communication strategies/tools will be used to stay in touch. Slack group? Email? SMS? - What are the expectations for lead time on calling impromtu meetings? What are the expectations for response time to Slack/email/SMS or other communications? Be specific and clear; your aim is to make sure everyone is on the same page here, and no one can say "I didn't know". The communications strategy will consist of the **mandatory weekly meeting time, plus a clear description of additional communication channels and expectations.**			

Task Title: Software Design Doc	**Task Initiation:** 9/23	**Orig. Due Date:** 2/11 Draft Due (2-4)	**Status:** In-Progress
Who (%): Turan (25%) Alex (25%) Austin (25%) Chance (25%)			
Description: A software design document is a detailed, multi-page description of how a software-based product will be provided. It is written by a software developer, or group of developers, and details how a product will be built, feature by feature. The purpose of the document is to provide the developers with additional details to those provided in the functional specification.			
Expected Outcome: A final hardcopy document, professionally presented in hardcopy to your CS faculty mentor on or before the date shown in BBlearn.			

Task Title: Website Update	Task Initiation: 9/24	Orig. Due Date: NA	Status: Assigned
Who (%): Austin			
Description: Update the website to match the progress made so far			
Expected Outcome: Updated website with recent documents added			