

Weekly Team Task Report

#8

Team: PathLab				Date: 11/16/2018			
Project Title: Graphical User Interface for massively multiplexed pathogen detection							
	Turan <u>Present</u> <u>On-time</u>		Alex <u>Present</u> <u>On-time</u>		Chance <u>Present</u> <u>On-time</u>		Austin <u>Present</u> <u>On-time</u>

Recent Meetings:

TASKS COMPLETED since last meeting:

Task Title: Design Review Presentation	Task Initiation: 11/9	Orig. Due Date: 11/20 Task Due Date: 11/12	Status: Assigned
Who (%): Turan (Lead Editor)			
Description: In this assignment, we will prepare and present the first formal Design Review for your project. The overall content focus for this and all upcoming Design Reviews is the same:			
Expected Outcome: Assign team members with specific sections. <ul style="list-style-type: none"> • Intro: Intro the overall project area, sell that it is a vital/valuable market. Intro the client and his/her needs. • Problem and Solution Statement: Remind us of what's broken/inefficient, and what our vision for a solution is. • The Requirements, Software Architecture, and other technical "meat" for that particular document. • Update on Risks/Challenges/Resolutions. Again, what exactly happens here depends where we are on the project. Basically gives and update on status of project risks, plus any particular obstacles we've encountered/solved since the last review. • Update on the project plan and schedule: Update us on how it's going and what's left to do. • Conclusion: summarize and wrap it all up nicely. 			

Task Title: DR - Introduction	Task Initiation: 11/9	Orig. Due Date: 11/20 Task Due Date: 11/12	Status: Complete
Who (%): Turan			
Description: Begin by introducing yourselves briefly: Go through each team member's name and role(s) on the project, as well as your team name, client, faculty mentor.			
Expected Outcome: Intro the overall project area, sell that it is a vital/valuable market. Intro the client and his/her needs.			

Task Title: DR - Problem Statement	Task Initiation: 11/9	Orig. Due Date: 11/20 Task Due Date: 11/12	Status: Complete
Who (%): Turan			
Description: Begin by talking about the overall business area that you client is in: introduce the area, explain briefly how it works, and try to give some motivating info on how big/active/important that sector is. Describe the problem in overall terms briefly, then get down to bulleting out a			

few specific things that are not satisfactory. By the end of this, your audience should be really clear on what needs fixing.

Expected Outcome: Few satisfactory slides explaining background of the problem and what our role is in solving the client's problem.

Task Title: DR- Solution Overview	Task Initiation: 11/9	Orig. Due Date: 11/20 Task Due Date: 11/12	Status: Complete
Who (%): Alex			
Description: Provide a broad overview of the solution and outline your plan for fixing the problems you just explained. This section should contain flow charts or graphs to help the audience understand better.			
Expected Outcome: One or two slides explaining the solutions chosen for this projects			

Task Title: DR- Requirements	Task Initiation: 11/9	Orig. Due Date: 11/20 Task Due Date: 11/12	Status: Complete
Who (%): Austin, Chance, Turan			
Description: Begin discussing your requirements by mentioning (briefly) how you got these requirements, then present the key requirements that your system must meet from the domain perspective; this just means expressed in terms from the client's end domain, rather than in the more structured/technical functional and performance requirements you'll do to next. Most projects can summarize the key user requirements in about 5-10 bullets. Briefly explain each one. End with a summary statement about your Requirements to close the discussion. Usually something about how, of course, requirements will always evolve as the project matures, but that you feel you've done a solid job of getting a firm set of baseline requirements.			
Expected Outcome: Clear explanation of requirements received from the client			

Task Title: DR- Risks and Feasibility	Task Initiation: 11/9	Orig. Due Date: 11/20 Task Due Date: 11/12	Status: Complete
Who (%): Austin			
Description: Provide an overview of the risks you perceive for your project, and how you analyze them then summarize the outcomes and refer to your Feasibility Report for those wanting details.			
Expected Outcome: Clear explanation of risks.			

Task Title: DR- Schedule and Planning	Task Initiation: 11/9	Orig. Due Date: 11/20 Task Due Date: 11/12	Status: Complete
Who (%): Alex			
Description: Offer a short discussion of your project plan, as it stands right now. A Gantt chart is highly recommended, with a "now" line running through it. Go over your main functional milestones...which ones you're through and what's coming. Close with some summary statement of where you are "going well", "somewhat behind, but we think we can catch up", whatever.			
Expected Outcome: Diagram showing the current project status.			

Task Title: DR- Conclusion	Task Initiation: 11/9	Orig. Due Date: 11/20 Task Due Date: 11/12	Status: Complete
Who (%): Turan			
Description: Finish your talk by providing a solid summary of your presentation: This is where you wrap it all up nicely and bring it all together. Start by briefly restating the importance of the domain, your client's business and processes and what was inefficient about them. Then review your solution vision, and go on to review what key topics you've discussed in this Design Review; do NOT review the details of those topics (you did that already in the middle part), just review what you talked about and the overall outcomes: Requirements acquisition, development of			

detailed Functional, Performance, Environmental requirements, and risks/feasibility.
Expected Outcome: Solid conclusion to wrap up things nicely.

This week's Tasks: Work plan for coming week

Task Title: DR-Presentation Final	Task Initiation: 11/9	Orig. Due Date: 11/20 Task Due Date: 11/12	Status: 80%
Who (%): Austin, Chance, Turan, Alex			
Description: Rehearse the presentation at least twice to ensure every member knows their part well enough and that transitions are smooth.			
Expected Outcome: Well rehearsed and coherent team presentation.			

Task Title: Requirements Doc-Introduction	Task Initiation: 11/15	Orig. Due Date: 12/4 Task Due Date: 11/22	Status: Assigned
Who (%): Alex			
Description: This section is critical to establish the "big picture" of what your project is about, before you dive into the more focused detail contained in any particular deliverable. Your goal is to demonstrate that you have a deep understanding of the problem proposed by your project sponsor and how the system you will develop addresses this problem.			
Expected Outcome: Introduction section which allows the reader to understand the domain of the project and how we plan to solve our client's problem.			

Task Title: Requirements Doc-Problem Statement	Task Initiation: 11/15	Orig. Due Date: 12/4 Task Due Date: 11/22	Status: Assigned
Who (%): Turan			
Description: Start by sketching out the sponsor's key business workflow(s); we need to understand how the sponsor's workflow functions before you can tell us what's broken! What is the process by which they produce whatever product/data that is the core of their business? A flowchart or other diagram is often really helpful here to support your narrative. Then you'll want to describe what the problem is: what are the breakdown, inefficiencies, or missing elements in the sponsor's existing production flow? Start with a sentence or two of overall explanation of the problem, then move to a detailed bulleted list of exact deficiencies or missing capabilities. This is basically the checklist of things you will need to convince us (next section) that your solution fixes!			
Expected Outcome: Allow the reader to grasp what the problem is and why it is important.			

Task Title: Requirements Doc-Solution Vision	Task Initiation: 11/15	Orig. Due Date: 12/4 Task Due Date: 11/22	Status: Assigned
Who (%): Alex			
Description: Begin with an overall statement of what you are proposing to build for the client, i.e., a few general sentences that say what you're building along with the key highlights. Then deepen the detail with a bulleted list of specific features that your solution will provide. It should be evident that the features would solve/address the client's problem!			
Expected Outcome: In detail explain what the solution is.			

Task Title: Requirements Doc-Project Requirements	Task Initiation: 11/15	Orig. Due Date: 12/4 Task Due Date: 11/22	Status: Assigned
Who (%): Functional Requirements: Chance (Lead) Performance Requirements: Turan			

Environmental Requirements: Alex Intro and Summary: Austin
Description: This section forms the core of the document and lays out the complete requirements for the system you've just introduced. You'll want to present these in a "progressive deepening style": Begin with a short discussion of overall "domain-level requirements" that lay out the features that the user needs from domain perspective.
Expected Outcome: Create a clear, easily-readable, and verifiable set of requirements that will serve as a contract with your client.

Task Title: Requirements Doc- Potential Risks	Task Initiation: 11/15	Orig. Due Date: 12/4 Task Due Date: 11/22	Status: Assigned
Who (%): Austin			
Description: In this section, offer your analysis of the risks that are most relevant to your project as well as the impacts of these risks. What determines relevance? This could be based on the likelihood of the risk occurring or the effect of the risk on the overall success of your development effort.			
Expected Outcome: Clear explanation of risks and how to handle them.			

Task Title: Requirements Doc- Project Plan	Task Initiation: 11/15	Orig. Due Date: 12/4 Task Due Date: 11/22	Status: Assigned
Who (%): Turan			
Description: Offer a short discussion of your project execution plan, as it stands right now. Describe a number of milestones (as you begin, 5-10 milestones should be easily identified, but this will become more finely granular as you continue working), in terms of the functional requirements for the system (or groups of functional requirements), and lay out when these milestones will take place in the months to come. A graphical depiction like a Gantt chart should be included, discussed and supported by your narrative text.			
Expected Outcome: Timeline of the project and how we will tackle some of the challenges.			

Task Title: Requirements Doc- Conclusion	Task Initiation: 11/15	Orig. Due Date: 12/4 Task Due Date: 11/22	Status: Assigned
Who (%): Alex			
Description: <ul style="list-style-type: none"> ● Remind us of the important of the problem and the project ● Review what the problem is, and sketch the solution you have in mind ● Review what you did in this document that contributed towards project progress ● Summarize any key insights, and make a positive statement of your progress and foreseen outcomes. 			
Expected Outcome: Wrap up the document nicely and summarize it for readers.			

Task Title: Peer Evals	Task Initiation: 11/1	Due Date: 11/20	Status: InProgress
Who (%): Each Individually			
Description: Fill out and submit the 3rd part of the Peer Eval form as per Dr. Doerry's online instructions.			
Expected Outcome: Email to Isaac with the spreadsheet by the due date.			