Weekly Team Task Report

Team:	PathLab	Date:11/23/2018
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:

TASKS COMPLETED since last meeting:

Task Title: DR-Presentation Final	Task Initiation: 11/9	Orig. Due Date: 11/20 Task Due Date: 11/12	Status: Complete
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: In progress
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: Complete
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: In Progress

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: In Progress

Who (%): Functional Requirements: Chance (Lead)
Performance Requirements: Austin
Environmental Requirements: Chance
Intro and Summary: Chance

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: In Progress

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: In Progress

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: In Progress

Who (%): Alex

Description:
- 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: Complete
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.			

This week's Tasks: Work plan for coming week

Task Title: Technical Demo - Team Meeting	Task Initiation: 11/23	Due Date: NA	Status: Scheduled
Who (%): Everyone			
Description: Meet to discuss technical demo and assign tasks to everyone			
Expected Outcome: Specific tasks for each team member			