





# Weekly Team Task Report

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<b>Team:</b> HomeAide			<b>Date:</b> Sept 14, 2020				
<b>Project Title:</b> AT@ Home: An automated advisor for assistive technologies							
	<b>Seth Borkovec</b> Present On-time		<b>Courtney Richmond</b> Present On-time		<b>Noah Baxter</b> Present On-time		<b>Ethan Donnelly</b> Present On-time

## Recent Meetings:

- Team Startup Meeting: Friday, 09/11/2020, 12:30 PM – 2:15 PM
- Team Meeting: Sunday, 09/13/2020, 6 PM - 7:45 PM

## TASKS COMPLETED since last meeting:

<b>Task Title:</b> Team Startup	<b>Task Initiation:</b> 09/08/2020	<b>Orig. Due Date:</b> 09/11/2020	<b>Status:</b> Completed
<b>Who (%):</b> Seth: 40%, Courtney: 30%, Noah: 30%, Ethan: 0%			
<b>Description:</b> Vote on team leader, member introductions, create team name and logo, create team face sheet, email the client, team mentor, and project organizer.			
<b>Expected Outcome:</b> Team leader is decided, team name and team logo created, client emailed, team mentor emailed, team information emailed to project organizer.			

<b>Task Title:</b> Setup team Discord and Google Documents folder	<b>Task Initiation:</b> 09/12/2020	<b>Orig. Due Date:</b> 09/13/2020	<b>Status:</b> Completed
<b>Who (%):</b> Ethan 100%			
<b>Description:</b> Create a channel on Discord for the team. Set up a shared folder on Google Drive for the team documents. Ethan will send an invite link for the Discord.			
<b>Expected Outcome:</b> Discord channel is created and Google Drive folder is shared with team.			

<b>Task Title:</b> Schedule meeting with mentor	<b>Task Initiation:</b> 09/12/2020	<b>Orig. Due Date:</b> 09/14/2020	<b>Status:</b> Completed
<b>Who (%):</b> Seth 100%			
<b>Description:</b> Schedule the initial meeting with the team mentor via Zoom.			
<b>Expected Outcome:</b> Initial meeting with team mentor is scheduled.			

<b>Task Title:</b> Schedule meeting with clients	<b>Task Initiation:</b> 09/12/2020	<b>Orig. Due Date:</b> 09/14/2020	<b>Status:</b> Completed
<b>Who (%):</b> Seth 100%			
<b>Description:</b> Schedule the initial meeting with the clients via Zoom.			
<b>Expected Outcome:</b> Initial meeting with clients is scheduled.			

<b>Task Title:</b> Creating cover page for deliverables	<b>Task Initiation:</b> 09/12/2020	<b>Orig. Due Date:</b> 09/14/2020	<b>Status:</b> Completed
<b>Who (%):</b> Noah 90%, Ethan 10%			
<b>Description:</b> Create a cover page that the team will use on all deliverables.			
<b>Expected Outcome:</b> Professional cover page that meets requirements specified by Capstone instructions			

<b>Task Title:</b> Creating team inventory document	<b>Task Initiation:</b> 09/12/2020	<b>Orig. Due Date:</b> 09/14/2020	<b>Status:</b> Completed
<b>Who (%):</b> Courtney 50%, Ethan 15%, Noah 15%, Seth 20%			
<b>Description:</b> Create a team inventory document.			
<b>Expected Outcome:</b> Professional team inventory document complying with requirements specified by Capstone instructions.			

<b>Task Title:</b> Creating team standards document	<b>Task Initiation:</b> 09/12/2020	<b>Orig. Due Date:</b> 09/14/2020	<b>Status:</b> Completed
<b>Who (%):</b> Noah 60%, Seth 20%, Ethan 10%, Courtney 10%			
<b>Description:</b> Create the team standards document.			
<b>Expected Outcome:</b> Professional team standards document complying with requirements specified by Capstone instructions.			

### This week's Tasks: Work plan for coming week

<b>Task Title:</b> Review project description document	<b>Task Initiation:</b> 09/13/2020	<b>Orig. Due Date:</b> 09/15/2020	<b>Status:</b> In progress
<b>Who (%):</b> Courtney 25%, Ethan 25%, Noah 25%, Seth 25%			
<b>Description:</b> Thoroughly read the project description, marking key points and creating general questions for the client about the project before the meeting with them.			
<b>Expected Outcome:</b> The team members will be prepared to discuss the project with the clients during the meeting, with meaningful questions.			

<b>Task Title:</b> Mini-Intro presentation rough draft	<b>Task Initiation:</b> 09/13/2020	<b>Orig. Due Date:</b> 09/16/2020 @ 8PM	<b>Status:</b> In progress
<b>Who (%):</b> Ethan 100%			
<b>Description:</b> Ethan will design the overall structure of the presentation as a slide show. The rest of the team will help to develop the slides later.			
<b>Expected Outcome:</b> The slideshow will consist of the intended number of slides with the information to discuss added to the slides. This slideshow will be made available on the team Google Drive by 8PM on the due date.			

<b>Task Title:</b> Mini-Intro presentation rough draft review	<b>Task Initiation:</b> 09/13/2020	<b>Orig. Due Date:</b> 09/16/2020 @ 10PM	<b>Status:</b> In progress
<b>Who (%):</b> Each member 25%			
<b>Description:</b> All team members will review the rough draft of the presentation, adding notes and comments. Each team member will decide which slide they will be responsible for in developing its appearance but will not be responsible for speaking.			
<b>Expected Outcome:</b> Each slide in the presentation will have a team member assigned to it who is responsible for the appearance of that slide.			

<b>Task Title:</b> Mini-Intro presentation final draft	<b>Task Initiation:</b> 09/13/2020	<b>Orig. Due Date:</b> 09/18/2020 @ 10PM	<b>Status:</b> In progress
<b>Who (%):</b> Ethan 40%, Noah 20%, Courtney 20%, Seth 20%			
<b>Description:</b> Slides will be finalized for the presentation.			
<b>Expected Outcome:</b> The presentation file will be completed as a final copy.			

<b>Task Title:</b> Mini-Intro presentation recording	<b>Task Initiation:</b> 09/13/2020	<b>Orig. Due Date:</b> 09/20/2020 @ 10PM	<b>Status:</b> In progress
<b>Who (%):</b> Ethan 50%, Seth 50%			
<b>Description:</b> Seth and Ethan will record the presentation using Zoom and upload the finished presentation to an unlisted Youtube video. If possible, the presentation will have inlets showing the speaker.			
<b>Expected Outcome:</b> The presentation will be uploaded to Youtube as an unlisted video and submitted to the project organizer. A copy of the presentation will be included in the deliverable to the project organizer.			

### Upcoming Tasks: Planning

<b>Task Title:</b> Setting up team website	<b>Who (%):</b> Courtney 100%	<b>Rough Due Date:</b> 2 days after ITS creates site directories
<b>Description:</b> Create index.html with a welcome message, team logo, team name, and "website will appear here soon."		

### Other Problems / Other Issues:

- Meeting times with mentor and schedule conflicts