





# Weekly Team Task Report

02

<b>Team:</b> HomeAide				<b>Date:</b> Sept 21, 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:

- Initial Client Meeting: Tuesday, 09/15/2020, 16:00 PM – 16:47 PM
- Client Meeting: Friday, 09/18/2020, 10:00 AM - 10:50 AM
- Team Meeting: Saturday, 09/19/2020 11:30 AM - 13:30 PM

## TASKS COMPLETED since last meeting:

<b>Task Title:</b> Mini-Intro presentation outline	<b>Task Initiation:</b> 09/13/2020	<b>Orig. Due Date:</b> 09/16/2020 @ 8PM	<b>Status:</b> 100%
<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> Review project description document	<b>Task Initiation:</b> 09/13/2020	<b>Orig. Due Date:</b> 09/15/2020	<b>Status:</b> 100%
<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> Setting up team website	<b>Task Initiation:</b> 09/16/2020	<b>Orig. Due Date:</b> 09/18/2020	<b>Status:</b> 100%
<b>Who (%):</b> Courtney 100%			
<b>Description:</b> Create index.html with a welcome message, team logo, team name, and “website will appear here soon.”			
<b>Expected Outcome:</b> Team website is live and includes an index.html with a welcome message, team logo, team name, and a message that updates will be coming.			

<b>Task Title:</b> Setup team Kanban board on Trello.com	<b>Task Initiation:</b> 09/19/2020	<b>Orig. Due Date:</b> 09/20/2020 @ midnight	<b>Status:</b> 100%
<b>Who (%):</b> Noah 100%			
<b>Description:</b> Create a new Kanban board for the team on Trello.com. Invite the rest of the team to the board. Add columns for Backlog, In progress, Testing, and Completed. This will be used to track team tasks in one place and as a reference for monthly reviews.			
<b>Expected Outcome:</b> The Kanban board has been setup on Trello and invites have been sent to the team.			

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

<b>Task Title:</b> Mini-Intro presentation rough draft	<b>Task Initiation:</b> 09/13/2020	<b>Orig. Due Date:</b> 09/22/2020 @ 6PM	<b>Status:</b> 25%
<b>Who (%):</b> Each member 2 slides, Ethan also has title slide and conclusion slide in addition.			
<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 adding content to the slides.			
<b>Expected Outcome:</b> Each slide in the presentation will be filled with content.			

<b>Task Title:</b> Mini-Intro presentation final draft	<b>Task Initiation:</b> 09/13/2020	<b>Orig. Due Date:</b> 09/22/2020 @ midnight	<b>Status:</b> 0%
<b>Who (%):</b> Seth 100%			
<b>Description:</b> Add a theme, styling, and transitions to 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> 09/24/2020 @ midnight	<b>Status:</b> 0%
<b>Who (%):</b> Speaker: Ethan, Rest of team handling recording and feedback			
<b>Description:</b> Record the presentation as a video. Ethan will be the speaker and the rest of the team will assist with recording.			
<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.			

<b>Task Title:</b> First stage of website initiation	<b>Task Initiation:</b> 09/19/2020	<b>Orig. Due Date:</b> 09/25/2020 @ midnight	<b>Status:</b> 0%
<b>Who (%):</b> Courtney 100%			
<b>Description:</b> Remove external CSS link from website. Project sponsor information (name, address). Link to sponsor's home page (create dummy link for now). Advisor information. Include project roles for each member. Create a project description (cannot be copied from sponsor's project proposal and needs to be about the team project). Provide link to project proposal.			
<b>Expected Outcome:</b> The subtasks in the Description are completed.			

<b>Task Title:</b> Website bios	<b>Task Initiation:</b> 09/19/2020	<b>Orig. Due Date:</b> 09/24/2020 @ midnight	<b>Status:</b> 25%
<b>Who (%):</b> Ethan 25%, Courtney 25%, Noah 25%, Seth 25%			
<b>Description:</b> One's personal history with Computer Science. Why they are interested in the field. What they would like to do with their degree. Why they chose to be on this project. What this project means to them. How they feel this project will benefit people.			
<b>Expected Outcome:</b> The subtasks in the description are completed by updating the appropriate page on the website with the information.			

<b>Task Title:</b> Peer Evaluation #1	<b>Task Initiation:</b> 09/19/2020	<b>Orig. Due Date:</b> 09/24/2020 @ midnight	<b>Status:</b> 0%
<b>Who (%):</b> Ethan 25%, Courtney 25%, Noah 25%, Seth 25%			
<b>Description:</b> Each team member must complete a peer evaluation document and submit to the mentor. Refer to the Capstone website for instructions.			
<b>Expected Outcome:</b> An email is sent to the mentor with the complete evaluation by each team member.			

<b>Task Title:</b> Tech Feasibility document template	<b>Task Initiation:</b> 09/19/2020	<b>Orig. Due Date:</b> 09/21/2020 @ midnight	<b>Status:</b> 0%
<b>Who (%):</b> Noah 100%			
<b>Description:</b> Create the document template for the Tech Feasibility document. Should include the cover page, table of contents, and headers for: Introduction Technological Challenges Technological Analysis Technological Integration Conclusion Add subsections as anticipated.			
<b>Expected Outcome:</b> The template of the document has been created with headers for the required sections.			

<b>Task Title:</b> Requirements document template	<b>Task Initiation:</b> 09/19/2020	<b>Orig. Due Date:</b> 09/23/2020 @ midnight	<b>Status:</b> 0%
<b>Who (%):</b> Noah 100%			
<b>Description:</b> Create the document template for the Requirements document. Should include the cover page, table of contents, and headers for: Introduction Problem Statement Solution Vision Project Requirements Potential Risks Project Plan Conclusion Glossaries and Appendices Add subsections as anticipated.			
<b>Expected Outcome:</b> The template of the document has been created with headers for the required sections.			

### Upcoming Tasks: Planning

<b>Task Title:</b> Second stage of website initiation	<b>Who (%):</b> Courtney 100%	<b>Rough Due Date:</b> 09/30/2020
<b>Description:</b> High level requirements (create dummy link for now). Envisioned solution. Technologies. Schedule. Code base information? Link to a demo (create dummy link for now).		

<b>Task Title:</b> Technological Feasibility Draft	<b>Who (%):</b> Noah - template. Everyone does content (TBD)	<b>Rough Due Date:</b> 10/08/2020
<b>Description:</b> High level requirements (create dummy link for now). Envisioned solution. Technologies. Schedule. Code base information? Link to a demo (create dummy link for now).		

### Other Problems / Other Issues:

- (FYI) Two members had family-related emergencies/circumstances this past week.