Weekly Team Task Report

Team:	HomeAide		**Date:**	Oct 20, 2020

Project Title: AT@ Home: An automated advisor for assistive technologies

	Seth Borkovec Present On-time		**Courtney Richmond** Present On-time		**Noah Baxter** Present On-time		**Ethan Donnelly** Present On-time

Recent Meetings:

- Client Meeting: Thursday, 10/15/2020, 15:30 PM – 16:30 PM
- Team Meeting: Friday, 10/16/2020, 15:00 PM - 16:10 PM

TASKS COMPLETED since last meeting:

Task Title: Tech Analysis section of the Tech Feasibility document	**Task Initiation:** 10/03/2020	**Orig. Due Date:** 10/08/2020 @ midnight	**Status:** 100%
Who (%): Courtney - database Noah - cloud services Ethan - mobile app development Seth - web framework			
Description: Complete the write ups for each category including an introduction to the category, the alternatives, explaining criteria, analyzing the alternatives, choosing an alternative, and justifying the choice.			
Expected Outcome: This section will be completed including all the parts listed in the description, and ready for review by the mentor.			

Task Title: Client-friendly use case diagram	**Task Initiation:** 10/11/2020	**Orig. Due Date:** 10/15/2020 @ 15:30	**Status:** 100%
Who (%): Seth 100%			
Description: To facilitate requirements gathering from the clients, we need a use case diagram that is easy for the client to understand. The diagram will show the initial list of functional requirements that were compiled at the team meeting on the Trello board. The diagram should be easy to understand for the clients and will be included in a pre-meeting document.			
Expected Outcome: We have a use case diagram to share with the client at the meeting on 10/15/2020 to discuss our initial list of requirements.			

This week's Tasks: Work plan for coming week

Task Title: HIPAA compliance research	Task Initiation: 10/03/2020	Orig. Due Date: 10/21/2020 @ midnight	Status: 10%
Who (%): Noah 100%			
Description: Contact the HIPAA coordinator at NAU and discuss if the information we intend to collect from the user falls under HIPAA regulations. If they do fall under HIPAA regulations, what do we need to do to be compliant?			
Expected Outcome: Noah will have determined which information we can collect outside of HIPAA, and which information falls under HIPAA regulations. He will also have the steps we need to take to be compliant for information that does fall under HIPAA regulations.			

Task Title: Tech Feasibility document revisions for final draft	Task Initiation: 10/11/2020	Orig. Due Date: 10/22/2020 @ midnight	Status: 50%
Who (%): Seth - fix Introduction and Conclusion per feedback from mentor Ethan - fix mobile app section of analysis per feedback from mentor Courtney - fix database section of analysis per feedback from mentor Noah - complete cloud services section All - add references			
Description: Each member fixes the section they were responsible for in the draft, using the feedback provided by the mentor. Any parts that were incomplete or missing must be completed by the due date. References section needs to be added.			
Expected Outcome: This final document implements the changes suggested from the mentor feedback and is complete with no missing parts.			

Task Title: Test integration of chosen technologies	Task Initiation: 10/11/2020	Orig. Due Date: 10/21/2020 @ midnight	Status: 60%
Who (%): Seth 100%			
Description: Install Flutter, SQLite3, and Django. Create a "Hello World" test project that proves all three technologies work with each other and document the process.			
Expected Outcome: We will have a proof of concept that these technologies integrate or evidence that they do not work for which we will need to revise. The process will be documented on the team's Google Drive for reference.			

Task Title: UI Initial Prototypes	Task Initiation: 10/16/2020	Orig. Due Date: 10/21/2020 @ midnight	Status: 0%
Who (%): Ethan - app profile screen and login Courtney - user's general difficulties (to recommend AT) Seth - client's management of the database			
Description: Create concepts of the UI for the interfaces listed above. Each interface should have at least 3 different designs to show the client for discussion. The concepts can be done in any format that can be conveyed to the client.			
Expected Outcome: Each member listed will have 3 initial design concepts for their chosen interface. These designs need to be in a format that can be presented to the client.			

Task Title: Break down a functional requirement into details	**Task Initiation:** 10/16/2020	**Orig. Due Date:** 10/21/2020 @ midnight	**Status:** 0%
Who (%): Courtney 100%			
Description: In preparation for the Design Review Dry Run, we will take a single high-level functional requirement and break it down into lower level ones along with the performance requirements associated with the lower level requirements that were derived.			
Expected Outcome: A document should be prepared with the requirement breakdown and a little intro paragraph explaining why we are doing it. This document will be provided to the client for feedback.			

Task Title: Peer Evaluation #2	**Task Initiation:** 10/16/2020	**Orig. Due Date:** 10/23/2020 @ noon	**Status:** 0%
Who (%): Seth, Noah, Courtney, Ethan each does one evaluation			
Description: Complete the Peer Evaluation #2 assignment as instructed on the Capstone schedule using the new spreadsheet.			
Expected Outcome: Each member will have emailed their completed evaluation to the mentor and notifying the team leader that it is completed.			

Task Title: 3-Minute Team Update in class	**Task Initiation:** 10/16/2020	**Orig. Due Date:** 10/23/2020 @ 14:20	**Status:** 0%
Who (%): Ethan 100%			
Description: 1. Introduce team name and project 2. Current and recent tasks 3. Highlights: challenges solved or stuck on			
Expected Outcome: Provide a 3-minute oral update in class covering the topics in the description.			

Task Title: Design Review Dry Run Preparation	**Task Initiation:** 10/16/2020	**Orig. Due Date:** 10/29/2020 @ midnight	**Status:** 0%
Who (%): Ethan - Introduction, Problem Statement, Conclusion, presentation style, and speaker Seth - Solution Overview and Risk and Feasibility Courtney - Key Requirements Noah - Schedule			
Description: Design the slides for the presentation, following the instructions on the Capstone schedule. The slides will be in the team Google Drive. The information for these slides should be based on previous documents as applicable. Ethan will be making sure the styles and formatting are consistent and appropriate. Ethan is also handling the speaker task.			
Expected Outcome: The slides will be on the Google Drive and ready to complete a dry run with the mentor.			

Upcoming Tasks: Planning

Task Title: Design Review Dry Run	**Who (%):** Ethan	**Rough Due Date:** 10/30/2020 @ noon
Description: Dry run of the Design Review presentation		

Task Title: Requirements Specification Draft	**Who (%):** All team members	**Rough Due Date:** 11/05/2020 @ midnight
Description: Draft of the Requirements Specification document.		

Other Problems / Other Issues:

- N/A