Weekly Team Task Report

Team:	HomeAide	**Date:**	Nov 10, 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, 11/05/2020, 15:33 PM - 16:33 PM
- Team Meeting: Saturday, 11/07/2020, 11:35 AM - 12:36 PM

TASKS COMPLETED since last meeting:

Task Title: HIPAA compliance research	**Task Initiation:** 10/03/2020	**Orig. Due Date:** 10/21/2020 @ midnight	**Status:** 100%
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: Requirements Document Draft	**Task Initiation:** 10/24/2020	**Orig. Due Date:** 11/06/2020 @ Noon	**Status:** 100%
Who (%): Introduction - Ethan Problem Statement - Courtney Solution Vision - Ethan Functional Requirements - Shared by team in another task Non-functional Requirements - Team Environmental Requirements - Seth Potential Risks - Seth Project Plan - Noah Conclusion - Ethan Glossaries and Appendices - Courtney			
Description: - Follow the instructions from the Capstone page. - These sections should be complete (though maybe not perfect). - Your work should be in the Req document on the Google Drive.			
Expected Outcome: All sections of the document are completed on the Google Drive.			

Task Title: Project Requirements Breakdown	Task Initiation: 10/24/2020	Orig. Due Date: 11/01/2020 @ midnight	Status: 100%
Who (%): Noah: App to user functions Courtney: User changing rooms and user difficulties Ethan: User profile, accessibility, and recommendations to the user Seth: Database management and interface UI			
Description: Each team member was assigned a part of the initial requirements list. Each member is to break down each requirement into a detailed hierarchy as described by the Capstone instructions for the Requirements document. Each member may represent this break-down on the Trello board in whatever manner is convenient for them, but that work should be visible. Each member should also write the requirements into the Requirements document, later to be organized into Functional vs Nonfunctional.			
Expected Outcome: The broken down requirements have been typed out in the requirements section of the Requirements document as well as in the team Trello board.			

Task Title: Design Review Dry Run Preparation	Task Initiation: 10/16/2020	Orig. Due Date: 11/01/2020 @ midnight	Status: 100%
Who (%): Ethan - Introduction, Problem Statement, Conclusion, presentation style 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.			

Task Title: Design Review 1 Video Segments	Task Initiation: 11/02/2020	Orig. Due Date: 11/08/2020	Status: 100%
Who (%): Introduction - Ethan Problem Statement - Seth Solution Overview - Noah Key Requirements - Courtney Functional Requirements - Courtney Performance Requirements - Courtney Environmental Requirements - Courtney Requirement Breakdown - Courtney Risks - Seth Feasibility - Seth Schedule - Noah Conclusion - Ethan			
Description: Each team member will be recording their own segment individually (you can do this in a private Zoom meeting by yourself). The video should only be of yourself speaking and do not include the slides in the video. For slide change cues, either make a different video segment for each slide or have notes about the timestamp in the video when the slide should change.			
Expected Outcome: The completed video segments should be uploaded to the team Google Drive in the "DR Videos" folder no later than Sunday Nov 8th midnight.			

This week's Tasks: Work plan for coming week

Task Title: Design Review 1 Video	Task Initiation: 11/07/2020	Orig. Due Date: 11/13/2020 @ noon	Status: 0%
Who (%): Ethan			
Description: Using the video segments created by the team members, assemble a final video presentation. The speaker videos should be integrated with the slides using an inset and optionally using transitions or other effects.			
Expected Outcome: The completed Design Review 1 video should be uploaded to Youtube as an unlisted video.			

Task Title: Memo to mentor, listing demo agenda	Task Initiation: 11/07/2020	Orig. Due Date: 11/09/2020 @ midnight	Status: 80%
Who (%): Seth - Tech challenges, demonstration 1 and demonstration 2 Ethan - Demonstration 3			
Description: Tech challenges are relevant to the project and justified. Demonstrations show that the challenges are overcome and have a clear step-by-step plan.			
Expected Outcome: The completed demo flight plan is sent to the team mentor at least a week before the demonstration.			

Task Title: Team Website Updates	Task Initiation: 11/07/2020	Orig. Due Date: 11/19/2020 @ noon	Status: 0%
Who (%): Courtney - client page, schedule, high level requirements, update team logo, update Team Standards document link. Seth - website style			
Description: The website should be developed according to the instructions in the Capstone website and present a professional appearance. All required sections should be implemented.			
Expected Outcome: Client page has information about our clients as specified by the clients. Schedule should include the schedule graphic created by Noah and a short description. High level requirements: Give a quick overview of the major requirements you developed, as well as sketching out the development process. Team logo should be the new higher resolution team logo by Ethan. Team Standards document should be the latest version. Website should look more professional with layout and color choices.			

Task Title: Peer Eval #3	Task Initiation: 11/07/2020	Orig. Due Date: 11/13/2020 @ noon	Status: 0%
Who (%): All members			
Description: Peer evaluation as instructed in the Capstone webpage.			
Expected Outcome: The completed evaluation will be emailed to the team mentor.			

Upcoming Tasks: Planning

Task Title: Tech Demo	Who (%): Seth, Ethan	Rough Due Date: 11/20/2020
Description: Demonstration of chosen techs		

Task Title: Requirements document final	Who (%): Team	Rough Due Date: 11/20/2020
Description: Final revised draft of the Requirements Specification document		

Task Title: Signed Req document	Who (%): Team	Rough Due Date: 11/23/2020
Description: Requirements Specification document signed by client		

Task Title: Peer Eval #4	Who (%): Team	Rough Due Date: 11/23/2020
Description: Final peer evaluation		

Other Problems / Other Issues:

- N/A