

<i>FUGU</i>	Weekly Team Task and Status Meeting Report	Report #1
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Team Fugu	Meeting Date: 2004.01.28
Project Title: OpenBSD Tools	
Team members present: All (Erik, Nauman, Thad, Ben)	On-time: All (Erik, Nauman, Thad, Ben)

Progress of Team Meetings

- a) last meeting(s): 2004.01.25, 2004.01.22, 2004.01.21
- b) next meeting(s): 2004.01.30
- c) Communication Problems: None.

Last week's Tasks: Status

Task Title: First team meeting; first sponsor contact	Task Initiation: 2004.01.21	Orig. Due Date: 2004.01.22	Status: Complete
Who (%): Erik: 50%; Thad: 20%; Ben: 20%; Nauman: 10%			
Description: Brief meeting and introductions; sent E-Mail to sponsor.			
Outcome/Progress: Complete: met, selected Erik as team leader, and E-Mailed USGS.			
Task Eval: Success. Project off to a good start.			

Task Title: Initial installation	Task Initiation: 2004.01.22	Orig. Due Date: 2004.01.22	Status: Complete
Who (%): Erik: 40%; Nauman: 20%; Thad: 20%; Ben: 20%			
Description: Preliminary installation of OpenBSD on a Spare machine to see how the process runs at present and what we need to improve			
Outcome/Progress: Complete: Successfully installed OpenBSD.			
Task Eval: Like most installations, process honestly consisted primarily of sitting around and watching progress bars.			

Task Title: Team Inventory	Task Initiation: 2004.01.25	Orig. Due Date: 2004.01.27	Status: Complete
Who (%): Erik: 40%; Nauman: 20%; Thad: 20%; Ben: 20%			
Description: Selected individual team roles and assembled team inventory document.			
Outcome/Progress: Completed inventory, submitted to Dr. Doerry and posted on website (see below).			
Task Eval: Ran a little later than expected, but on schedule.			

Task Title: Website creation	Task Initiation: 2004.01.26	Orig. Due Date: 2004.01.27	Status: Complete
Who (%): Thad: 95%; Erik: 5%			
Description: Put up initial website, including project and team overview and Team Inventory. Added related links 01/28.			
Outcome/Progress: Complete.			
Task Eval: Site's still a little preliminary, but so is the project.			

Task Title: Initial meeting with sponsors	Task Initiation: 2004.01.28	Orig. Due Date: 2004.01.28	Status: Complete
Who (%): Erik: 25%; Nauman: 25%; Thad: 25%; Ben: 25%			
Description: Met with Ernest Bowman-Cisneros and Margaret Johnson at USGS. They answered questions on the specifics of our project.			
Outcome/Progress: Very productive meeting. Many ideas exchanged. Enthusiasm for project on all sides.			
Task Eval: Looking forward to next meeting.			

Task Title: Team standards document	Task Initiation: 2004.01.28	Orig. Due Date: 2004.01.30	Status: Complete
Who (%): Ben: 60%; Erik: 20%; Thad: 10%; Nauman: 10%			
Description: Team standards.			
Outcome/Progress: Completed.			
Task Eval: Seems mainly useful for meeting times and general structure; team is getting along great so far and will hopefully have no need of any of the disciplinary regulations.			

This week's Tasks: Work plan

Task Title: Task sheet	Task Initiation: 2004.01.28	Orig. Due Date: 2004.01.30	Status: You're looking at it.
Who (%): Thad: 85%; Erik: 5%; Nauman: 5%; Ben: 5%			
Description: This task sheet.			

Task Title: Team notebook	Task Initiation: 2004.01.27	Orig. Due Date: 2004.01.30	Status: Near completion
Who (%): Nauman: 85%; Erik: 5%; Thad: 5%; Ben: 5%			
Description: Project notebook, primarily including notes from meeting with sponsors			

Task Title: Project development plan	Task Initiation:	Orig. Due Date: 2004.02.02	Status: Not started
Who (%): Whole team			
Description: Road map for development of project			

Task Title: Peer evals	Task Initiation:	Orig. Due Date: 2004.02.02	Status: Not started
Who (%): Each team member individually			
Description: First peer evaluation			

Upcoming Tasks: Planning

Task Title: Home test machine acquisition	Who (%): Each team member individually	Rough Due Date: Next 1-3 weeks
Description: Acquire additional test computers for home use		

Task Title: Next meeting with sponsors	Who (%): All members	Rough Due Date: Next 1-3 weeks
Description: Another meeting with team sponsors		

Task Title: CVS/shell scripting research	Who (%): Ben	Rough Due Date: Next 1-2 weeks
Description: Need to research shell (or other) scripting for main interface, CVS for version handling.		

Task Title: Logo selection	Who (%): Thad, Nauman	Rough Due Date: Next week some time
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Description: We should have a project logo, presumably a figu. Adapting from other OpenBSD logos is a start, but we'd like to find an artist to draw an original logo all our own.

Task Title: T-shirt design	Who (%): Thad	Rough Due Date: Next two weeks
Description: Tangential to project, but once logo is selected, FUGU T-shirt (parody of "FUBU" line) should be easy to generate. Intend to use 99dogs.com.		

Timeline check:

- a) Meeting all deadlines ahead of schedule.
- b) Notebook in early phases but ready to go.
- c) Website also in early phases but serviceable.

Other Problems / Other Issues:

No major issues at this point. Project going very well so far.