

4-Up week - 6/22

| <p><b>Progress:</b></p> <ul style="list-style-type: none"> <li>• We have narrowed the possibility on which methodology we are going to use.</li> <li>• We have scheduled an appointment with the senior project team on Thursday.</li> <li>• We have gathered a good majority of requirements from Kurt.</li> <li>• We made use cases to show Vallino.</li> <li>• We aggregated requirements into a document</li> <li>• We filled out the SE survey.</li> </ul>                                                                                                                                      | <p><b>This Week</b></p> <ul style="list-style-type: none"> <li>• Seeing Vallino on Tuesday for questions on user scenario.</li> <li>• Further brainstorming on technology and approach on project</li> <li>• Final consensus on methodology</li> <li>• See senior project team on thursday</li> <li>• Review the timeline in mycourses</li> <li>• Deliver a project plan and SE synopsis to Vallino             <ul style="list-style-type: none"> <li>◦ REQUIREMENT/DEFINITION of permission document</li> <li>◦ a quick wireframe to show</li> </ul> </li> <li>• Get a project website up and running after Kurt sets it up</li> <li>• Basic wireframe (1 or 2 screens)</li> </ul> |                       |                       |              |                       |              |        |           |           |           |      |      |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |             |       |                   |            |  |                    |            |  |                              |            |                       |
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| <p><b>Risks and Metrics - log our work. Ex: documentation</b></p> <table border="1" data-bbox="191 870 762 1127"> <thead> <tr> <th>Risk</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Vallino not available</td> <td>RE is 1 week</td> </tr> <tr> <td>SE team not available</td> <td>RE is 1 week</td> </tr> </tbody> </table> <table border="1" data-bbox="191 1162 762 1351"> <thead> <tr> <th>Metric</th> <th>This Week</th> <th>Last Week</th> </tr> </thead> <tbody> <tr> <td>Documents</td> <td>1 hr</td> <td>5 hr</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Notes                 | Vallino not available | RE is 1 week | SE team not available | RE is 1 week | Metric | This Week | Last Week | Documents | 1 hr | 5 hr |  |  |  | <p><b>Actions and Decisions</b></p> <table border="1" data-bbox="785 836 1356 1289"> <thead> <tr> <th>Item</th> <th>Assigned To</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Meet with Vallino</td> <td>whole Team</td> <td></td> </tr> <tr> <td>Decide methodology</td> <td>Whole team</td> <td></td> </tr> <tr> <td>Consult notes into documents</td> <td>Whole team</td> <td>Requirement documents</td> </tr> </tbody> </table> | Item | Assigned To | Notes | Meet with Vallino | whole Team |  | Decide methodology | Whole team |  | Consult notes into documents | Whole team | Requirement documents |
| Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |                       |              |                       |              |        |           |           |           |      |      |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |             |       |                   |            |  |                    |            |  |                              |            |                       |
| Vallino not available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | RE is 1 week                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |                       |              |                       |              |        |           |           |           |      |      |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |             |       |                   |            |  |                    |            |  |                              |            |                       |
| SE team not available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | RE is 1 week                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |                       |              |                       |              |        |           |           |           |      |      |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |             |       |                   |            |  |                    |            |  |                              |            |                       |
| Metric                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | This Week                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Last Week             |                       |              |                       |              |        |           |           |           |      |      |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |             |       |                   |            |  |                    |            |  |                              |            |                       |
| Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1 hr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 5 hr                  |                       |              |                       |              |        |           |           |           |      |      |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |             |       |                   |            |  |                    |            |  |                              |            |                       |
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| Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Assigned To                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Notes                 |                       |              |                       |              |        |           |           |           |      |      |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |             |       |                   |            |  |                    |            |  |                              |            |                       |
| Meet with Vallino                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | whole Team                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                       |                       |              |                       |              |        |           |           |           |      |      |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |             |       |                   |            |  |                    |            |  |                              |            |                       |
| Decide methodology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Whole team                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                       |                       |              |                       |              |        |           |           |           |      |      |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |             |       |                   |            |  |                    |            |  |                              |            |                       |
| Consult notes into documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Whole team                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Requirement documents |                       |              |                       |              |        |           |           |           |      |      |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |             |       |                   |            |  |                    |            |  |                              |            |                       |