

SE 491 Weekly Report MAY15-02 Week 5 (9/29/14-10/5/14)

Advisor: David Weiss

Client: Danfoss

Members (roles): Zach Carlson (webmaster, key concept holder); Jamie Countryman (leader);
Mitch Valenta (communication leader)

Project Title: Enterprise layered process auditing

Weekly Summary

We met and discussed various requirements that our client requested. Continued working on the project plan and finished version 1. Set up a tentative schedule, dove into functional requirements, cleaned up structure of project plan. Met with our advisor and went over the project plan and first client visit. He mentioned several suggestions to project progress and our project plan.

Meeting notes

9/29 Group Meeting

Duration: *2 hours* **Members Present:** *All*

Purpose and Goals:

The purpose was to touch base with each other and continue working on the project plan. We discussed and defined what our clients' requirements are and implemented them into our plan. Looked up some website templates to use for our documentation website and discussed attributes to it.

Achievements:

As a group we finished the first project plan version and picked a website template to implement.

9/29 Group Meeting with Advisor

Duration: *45 min* **Members Present:** *All*

Purpose and Goals:

The purpose was to touch base with our advisor about our first client visit and have him examine our initial project plan draft. We also wanted him to help us define certain deliverables in both the project plan, and the project itself. Lastly, we had some questions regarding the project plan, and if he should be included in future visits with the client.

Achievements:

Our advisor defined suggestions to document our progress and project plan:

- Add in the schedule iterations and reviews
- Possibly add more user testing sections
- Collaborate on a measures of success section that displays the number of bugs remaining, and the number of deliverables / milestones remaining

- Take a half hour to do a Delphi Approach
- Cover use cases in the project plan

He helped define our deliverables such as:

- is this audit process is something done all at once, or if it needs saving capabilities to continue later?
- having an image upload for things like safety sections to display what was wrong etc.
- display a status for every station of audits completed
- displaying the results at the end of an audit

Pending issues

1. Ask client about image upload for safety sections
2. Possibly meet with client after mockups complete to touch base

Plans for next week

Revise project plan and consider implementing ideas suggested by advisor into project plan:

- Jamie: embellish the current UI mockups to include discussed suggestions with advisor
- Mitch: rework schedule to include iterations and more discussed topics as well as revise the risks section
- Zach: revise the requirements section to include discussed topics. Continue to finish up documentation website

Individual Contributions (this week)

Jamie: Attended both meetings, finished up the initial mockups (2.75 hr)

Zach: Attended both meetings, structured project plan, created documentation website (4.75 hr)

Mitch: Attended both meetings, finished up the requirements, schedule, and risks (2.75 hr)

Total contributions for the project

Jamie (8.25 hr)

Zach (9.75 hr)

Mitch (7.75 hr)