SE 491 Weekly Report   MAY15-02   Week 6 (10/6/14-10/12/14)

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 worked towards version 2. Set up a tentative schedule, dove into functional requirements, cleaned up structure of project plan. Implemented several things that our advisor suggested to us as well as discussed moving towards starting the design document.

Meeting notes

10/8   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. We discussed what to implement into the website and did so accordingly. We also did some of the project management processes that our advisor suggested.

Achievements:
Structured some key project management aspects. Worked towards a second version of our project plan. Critiqued the document website and implemented differences. Set up private unit testing project and private GitHub repository.

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: continue to embellish the current UI mockups to include discussed suggestions with advisor
- Mitch: continue to rework schedule to include iterations and more discussed topics as well as revise the risks section

- Zach: continue to revise the requirements section to include discussed topics. Continue to finish up documentation website

Individual Contributions (this week)

Jamie: Attended meeting, worked on mockups, set up repository and unit tests (2 hr)
Zach: Attended meeting, structured project plan, finished up website layout (3.5 hr)
Mitch: Attended meeting, finished up the requirements, schedule, and risks (2 hr)

Total contributions for the project

Jamie (10.25 hr)
Zach (13.25 hr)
Mitch (9.75 hr)