

Bi-weekly Report 1

SDMay24-23

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Requirements:

- Schedule a meeting with your project advisor and the client to discuss your design from CPRE/EE/SE 491 and kick off the design for CPRE/EE/SE 492.
- **Prepare an agenda for the meeting, including the following items:**
 - Introductions
 - Zachary Zemlicka - CYB E
 - Joshua St John - CPR E
 - Varun Advani - CPR E
 - Jared Melcher - S E
 - Lukas Zerajic - CPR E
 - Christopher Sell - CYB E
 - Review of your design from CPRE/EE/SE 491 (What did you accomplish? What did you learn? What next steps are you planning?)
 - **Last semester was the planning semester**
 - We designed our deliverable and planned how it would be created
 - **This semester is the implementation semester**
 - We will actually create our deliverable following the plan we made from last semester, but being ready to make adjustments if necessary
 - Discussion of any changes or improvements to the design
 - **No suggested changes as of client meeting on 01-26-24**
 - Discussion of the objectives and requirements for CPRE/EE/SE 492
 - **Implement and fully test modules 0-7 by the end of the semester**
 - Complete modules 0-4, alpha-test
 - Choose testers, grant ARA access, start beta-testing
 - During beta-testing, finish planning and start implementing modules 5-7
 - Alpha-test remaining modules concurrently, then beta-test
 - Discussion of the schedule and milestones for the project
 - **Due to some unexpected technical problems, our team is slightly behind schedule at the moment. We plan to catch up to our previous timeline by 2/24/2024, which is the end of the 4th week of the semester.**

- Review your team process and discuss any changes or improvements
 - **We now have multiple people who have access to editing the learning materials on the website**
 - **Have an understanding of how to complete each module and what is needed to provide quality learning material**
- Q&A session
 - Are we meeting biweekly still due to not having TA meetings?
 - Does our design still satisfy requirements for our project? Is there anything that needs to be changed?
- **Conduct the meeting and take detailed notes on the discussion and any decisions made**
 - See “Meeting notes 01-26-24.docx”
- **Prepare a summary of the meeting, including the following items:**
 - Include the Project title and Team information, including attendance. (Include a reason if there is an absence)
 - **All present except for Joshua (due to personal family stuff)**
 - Summary of the main points discussed
 - **Scheduling: meet as often as we can as a group, meet bi-weekly with client and his team**
 - **Revise the Gantt chart to show how well timeline is being followed**
 - List of any decisions made
 - **All beta testers will be given ARA access**
 - **Bi-weekly meetings with client and his team have been scheduled**
 - List of any actions to be taken
 - **Ensure everyone has access to the GitHub for editing privileges**
 - **Divide into teams of 3 (2 groups) so that Modules can be edited concurrently**
 - **Begin searching for willing beta testers from the pool of current senior design students**
 - Next steps for the project
 - **Goal 1 (REQUIRED, Finish by spring break = 11 Mar): Modules 0-4 fully implemented and alpha tested**
 - **Goal 2 (DESIRED only, depends how fast we work): Modules 0-4 fully implemented and alpha tested AND Modules 5-7 fully planned with beta testers lined up and ready to go**
- **Submit the agenda, meeting notes, and summary to the advisor/client for review. Upload and Submit the copy below.**