Weekly Team Task Report

Team:	HomeAide	Date:	Oct 27, 2020

Project Title: AT@ Home: An automated advisor for assistive technologies

	Seth Borkovec Present On-time		**Courtney Richmond** Present On-time		**Noah Baxter** Present On-time		**Ethan Donnelly** Present On-time

Recent Meetings:

- Client Meeting: No meeting this week. Instead we have emailed a document to communicate our tasks and to provide topics of discussion for feedback.
- Team Meeting: Saturday, 10/24/2020, 11:30 AM - 13:36 PM

TASKS COMPLETED since last meeting:

Task Title: Tech Feasibility document revisions for final draft	Task Initiation: 10/11/2020	Orig. Due Date: 10/22/2020 @ midnight	Status: 100%
Who (%): Seth - fix Introduction and Conclusion per feedback from mentor Ethan - fix mobile app section of analysis per feedback from mentor Courtney - fix database section of analysis per feedback from mentor Noah - complete cloud services section All - add references			
Description: Each member fixes the section they were responsible for in the draft, using the feedback provided by the mentor. Any parts that were incomplete or missing must be completed by the due date. References section needs to be added.			
Expected Outcome: This final document implements the changes suggested from the mentor feedback and is complete with no missing parts.			

Task Title: UI Initial Prototypes	Task Initiation: 10/16/2020	Orig. Due Date: 10/21/2020 @ midnight	Status: 100%
Who (%): Ethan - app profile screen and login Courtney - user's general difficulties (to recommend AT) Seth - client's management of the database			
Description: Create concepts of the UI for the interfaces listed above. Each interface should have at least 3 different designs to show the client for discussion. The concepts can be done in any format that can be conveyed to the client.			
Expected Outcome: Each member listed will have 3 initial design concepts for their chosen interface. These designs need to be in a format that can be presented to the client.			

Task Title: Break down a functional requirement into details	Task Initiation: 10/16/2020	Orig. Due Date: 10/21/2020 @ midnight	Status: 100%
Who (%): Courtney 100%			
Description: In preparation for the Design Review Dry Run, we will take a single high-level functional requirement and break it down into lower level ones along with the performance requirements associated with the lower level requirements that were derived.			
Expected Outcome: A document should be prepared with the requirement breakdown and a little intro paragraph explaining why we are doing it. This document will be provided to the client for feedback.			

Task Title: Peer Evaluation #2	Task Initiation: 10/16/2020	Orig. Due Date: 10/23/2020 @ noon	Status: 100%
Who (%): Seth, Noah, Courtney, Ethan each does one evaluation			
Description: Complete the Peer Evaluation #2 assignment as instructed on the Capstone schedule using the new spreadsheet.			
Expected Outcome: Each member will have emailed their completed evaluation to the mentor and notifying the team leader that it is completed.			

Task Title: 3-Minute Team Update in class	Task Initiation: 10/16/2020	Orig. Due Date: 10/23/2020 @ 14:20	Status: 100%
Who (%): Ethan 100%			
Description: 1. Introduce team name and project 2. Current and recent tasks 3. Highlights: challenges solved or stuck on			
Expected Outcome: Provide a 3-minute oral update in class covering the topics in the description.			

Task Title: Establish Project Milestones	Task Initiation: 10/24/2020	Orig. Due Date: 10/26/2020 @ midnight	Status: 100%
Who (%): All team members			
Description: - As a team, we establish 5-10 project milestones related to functional requirements. - This discussion should take place on Discord in the Documents channel. Every team member should participate. - Refer to the Capstone instructions for details.			
Expected Outcome: As a team, we have agreed on an initial set of project milestones to be included in the Requirements document. The decision will be made in the team's Discord channel for documents.			

This week's Tasks: Work plan for coming week

Task Title: HIPAA compliance research	Task Initiation: 10/03/2020	Orig. Due Date: 10/21/2020 @ midnight	Status: 80%
Who (%): Noah 100%			
Description: Contact the HIPAA coordinator at NAU and discuss if the information we intend to collect from the user falls under HIPAA regulations. If they do fall under HIPAA regulations, what do we need to do to be compliant?			
Expected Outcome: Noah will have determined which information we can collect outside of HIPAA, and which information falls under HIPAA regulations. He will also have the steps we need to take to be compliant for information that does fall under HIPAA regulations.			

Task Title: Requirements Document Draft	Task Initiation: 10/24/2020	Orig. Due Date: 11/06/2020 @ Noon	Status: 0%
Who (%): Introduction - Ethan Problem Statement - Courtney Solution Vision - Ethan Functional Requirements - Shared by team in another task Non-functional Requirements - Team Environmental Requirements - Seth Potential Risks - Seth Project Plan - Noah Conclusion - Ethan Glossaries and Appendices - Courtney			
Description: - Follow the instructions from the Capstone page. - These sections should be complete (though maybe not perfect). - Your work should be in the Req document on the Google Drive.			
Expected Outcome: All sections of the document are completed on the Google Drive.			

Task Title: Project Requirements Breakdown	Task Initiation: 10/24/2020	Orig. Due Date: 11/01/2020 @ midnight	Status: 3%
Who (%): Noah: App to user functions Courtney: User changing rooms and user difficulties Ethan: User profile, accessibility, and recommendations to the user Seth: Database management and interface UI			
Description: Each team member was assigned a part of the initial requirements list. Each member is to break down each requirement into a detailed hierarchy as described by the Capstone instructions for the Requirements document. Each member may represent this break-down on the Trello board in whatever manner is convenient for them, but that work should be visible. Each member should also write the requirements into the Requirements document, later to be organized into Functional vs Nonfunctional.			
Expected Outcome: The broken down requirements have been typed out in the requirements section of the Requirements document as well as in the team Trello board.			

Task Title: Cloud Services Price Comparison	Task Initiation: 10/24/2020	Orig. Due Date: 10/28/2020 @ midnight	Status: 20%
Who (%): Seth 100%			
Description: Prepare a document for the client outlining the options for cloud services with the prices and recommendations.			
Expected Outcome: A document that is ready to give to the client. It should show pricing and recommended packages based on expected project usage.			

Task Title: Design Review Dry Run Preparation	Task Initiation: 10/16/2020	Orig. Due Date: 11/01/2020 @ midnight	Status: 0%
Who (%): Ethan - Introduction, Problem Statement, Conclusion, presentation style, and speaker Seth - Solution Overview and Risk and Feasibility Courtney - Key Requirements Noah - Schedule			
Description: Design the slides for the presentation, following the instructions on the Capstone schedule. The slides will be in the team Google Drive. The information for these slides should be based on previous documents as applicable. Ethan will be making sure the styles and formatting are consistent and appropriate. Ethan is also handling the speaker task.			
Expected Outcome: The slides will be on the Google Drive and ready to complete a dry run with the mentor.			

Upcoming Tasks: Planning

Task Title: Peer Eval #3	Who (%): All members	Rough Due Date: 11/06/2020 @ noon
Description: Peer evaluation including Requirements document.		

Task Title: Design Review 1 Video	Who (%): Ethan as lead	Rough Due Date: 11/13/2020 @ midnight
Description: Video of the first Design Review presentation.		

Other Problems / Other Issues:

- N/A