

Weekly Team Progress Report

Week 2 January, 20 2005

Dianna/Lester: Site design and layout is underway taking in all documentation that will need to be displayed and what format should be used.

Dianna/Lester: All documentation requirements are under development with the first drafts out for review. An overall play for communication is being development.

John has made contact with the client, Henry of the project in order to gain more information for project requirements. A meeting is scheduled for next week to discuss the project and determine requirements.

Tim/John is researching PalmOS application development in order to offer solution and make suggestions to the client for the programming direction. The research has included languages, database options, SDK and programming for the PalmOS, The GUI interface options, and Sync option for the handheld device.

Tim has arranged a meeting with James Carroll for programming advice. James programs for the PlamOS. Tim has also spoken to Jon about ordering a manual “Palm OS Programming” to aid in this project.

Work to complete next week: Post the web site and get all documents in a first Draft stat. Meet with Henry to coordinate both teams’ efforts and determine project requirements

What’s going well and why: The documentation is going well. Research is progressing for the learning curve. All team members are eager to complete tasks and work well together.

What’s not going well and why: Until we have the class time to meet collaboration among team mates will be low?

Suggestions/Issues: All team members need to research as much as possible on the PalmOS topic

Project changes: None at this time