

EE/CprE/SE 491 WEEKLY REPORT 01
January 23, 2024 – February 06, 2024

Group number: 03

Project title: DigiClips Senior Project

Client &/Advisor:

DigiClips - Client

Dr. Ashfaq Khokhar - Faculty Advisor

Team Members/Role:

Israel Sanchez Tellez - Client Interaction Lead

Derek Brandt - Architecture Lead

Tyler Orman - Security Lead

Aryan Rao - Programming Lead

Weekly Summary

During the first week, the team contacted the client, gaining access to project information. This allowed us to examine the available information and generate a list of questions and concerns for the client and our advisor. Two non-team meetings were held, one with the client and one with the advisor. After all questions and concerns were answered, the team then formulated a future action plan.

Past Week Accomplishments

- Contacted Client - Israel
 - Started the conversation with the client regarding project setup.
 - Issued client team contact and Github information
 - Set up weekly meetings with the client.
- Researched Project Documentation - Derek
 - Developed a list of questions based on where project information was lacking.
- Clarified project requirements - Team
 - Met with the client and asked questions regarding the focus area and timeline of the project.

Pending Issues

- Gain Access to GitHub Repositories
 - The team needs access to GitHub Repositories
- Determine which areas of the project we want to focus on.

Individual Contributions

Name	Individual Contribution	HR this week	Cumulative Hours
Israel Sanchez	Communication between team and client.	2	2
Derek Brandt	Researched project documentation	2	2
Tyler Orman	Met with advisor/client and researched project documentation	2	2
Aryan Rao	Met with the advisor and researched project documentation.	1	1

Plans for Upcoming Week

- Decide which area the Team wants to work on. - All Team members
 - Team members need to decide on a specific area of the project to work on.
 - This item is a high priority since it will alleviate the pending issue about gaining access to GitHub repositories.
- Notify DigiClips of the Team's preferred area of the project. - Israel
 - Gather the information requested from Henry Bremers.
 - Send emails to all involved parties sharing the Team's area of interest.
 - Follow-up with Henry Bremers.
- Analyze code repository
 - Get access to the code repository.
 - Read over the code repository for understanding.

Summary of Weekly Advisor Meeting

- After reviewing project documentation, a list of concerns was raised and brought up during the advisor meeting. After discussing with the advisor we decided to bring these concerns up during the client meeting and clarify the questions that we had.
- We confirmed the weekly time and format for the advisor meeting.