

# EE 491 Weekly Report MAY15-17 Week 1 (9/8/14-9/14/13)

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**Advisors:** Dr. Mitra **Client:** Workiva

**Members (roles):** Caleb Brose (Team Lead), Chris Fogerty (Communication Lead), Nick Miller (Webmaster), Zach Taylor and Rob Sheehy (Key Concept Holders)

**Project Title:** System for Managing Execution Containers in a Cloud Environment

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## Weekly Summary

While Dave (Workiva contact) was out this week, we set up some space to share documentation, generated a list of questions to ask Dave when we do meet with him (this week), and defined workflows for the tools we intend to use. This will be useful in keeping us organized later.

## Meeting notes:

### 9/8 Group Meeting with Dr. Mitra

**Duration:** 20 min **Members Present:** All

#### **Purpose and Goals:**

Establish contact with Dr. Mitra. Find out what he expects of us, and set up a weekly meeting time (Mondays at 10am).

#### **Achievements:**

As a group, we have a weekly meeting time on Thursdays that we have used productively thus far. We have made contact with Workiva and will be meeting with them on Wednesday.

### 9/11 Group Meeting with Dr. Mitra

**Duration:** 60 min **Members Present:** Caleb, Nick, Rob, Chris

#### **Purpose and Goals:**

Get into routine of meeting every Thursday. Define tools and workflows. Determine any pre-work that can be done.

#### **Achievements:**

We defined workflows for Trello and GitHub/Git. We know the purpose of each tool and who will be in charge of making sure people follow our conventions laid out in the meeting.

## Pending issues

1. Have not met with Workiva yet, but we have set up a meeting for Wednesday.
2. Lack of understanding in project space.

## Plans for next week

Describe who will do what .....

1. Meet with Workiva (All, 1-2hr)
2. Set up initial team website (Nick, -)
3. Team meeting (All, 1hr)

## **Individual Contributions(this week)**

Caleb: Meeting with Dr. Mitra (.5 hr), Team meeting (1 hr), Workiva meeting setup (2 hr), Trello board creation (.5 hr), Docker tutorial (1 hr), practiced git (1 hr), created question dump (.5 hr)

Nick: Team meeting (1hr), Drafting Git workflow document (1hr), meeting with Dr. Mitra (.5 hr)

Rob: Team meeting (1hr), meeting with Dr. Mitra (.5hr)

Zach: Read through Docker docs (1 hr), Docker tutorial (.5 hr), meeting with Dr. Mitra (.5 hr)

Chris: Team meeting (1 hr), meeting with Dr. Mitra (.5 hr), researched GitHub webhooks/Trello API (1 hr)

## **Total contributions for the project**

Caleb Brose (11.5hr)

Chris Fogerty (4 hr)

Nick Miller (5.5hr)

Rob Sheehy (3 hr)

Zach Taylor (3.5hr)