

Weekly Status Report

Week Ending: 02/16/10

Distribution: Kester Cockrell, Britt Misra and Henry Freeman

Prepared by: Kester Cockrell

Progress

Milestone	Description	Due Date	%	Comments
Team Appraisals	Each member & yourself	02/16/10		Dropped in drop box
Concept Note	Each member	02/15/10	KC - 100%	Was with 1 st visual
			BM – 100%	" "
			HF - ?	
Finalize Viz Design		2/15/10	100%	Posted on the blog
Wireframe and site map	Calendar, Members, Publications	2/15/10	100%	Posted on the Blog
" "	Spaces, Grants, Jobs & Auditions	" "	100%	" "
" "	Classes, Professionals, About	" "	100%	" "
Wireframe and Process Flow	Sign-Up	" "	100%	" "
" "	Subscribe	" "	100%	" "

Action Items (work on this week)

Action Item	Description	Due Date	Owner	Comments
Team Status Report	This document	02/23/10	Britt	Email to team
Style Guide	See syllabus for details.	" "	Kester	" "
Usability Test Plan	Info in doc sharing	" "	Kester	" "
Content Matrix	Sample in doc sharing & notes below.	" "	Britt	" "

Technical Design Plan	Notes below. Can be in excel or word.	" "	Henry	" "
Hours Worked	Email to Henry	" "	All	" "
<u>Coding</u>	For usability testing	2/20		Email team by Sat
Navigation	Drop down, rollover, status indicator.	" "	Britt	" "
Header	Logo and flash widget	" "	Kester	" "
Footer	Company info, privacy, copyright, social networking	" "	Henry	" "
Home Content	Refer to visual design	2/21	Kester	Email team by Mon
Membership form	Join or log-in	" "	Britt	" "
Newsletter	Email sign-up form	" "	Henry	" "
Performances	Use Google calendar	" "	Kester	" "
Classes	Links to companies	" "	Britt	" "
Members	Refer to visual design	" "	Kester	" "
Jobs/Auditions	Need feedback from Claire on format.	" "	Henry	" "
Spaces	Refer to wireframe	" "	Henry	" "
Contact form	Under about	" "	Britt	" "

Additional Notes:

Content Matrix - Sample is in the doc sharing. This will be live document that will be changed over the next couple of weeks.

Technical Design –I identify technologies needed to be used to implement certain aspects of the site. (Css, XHTML, Content Management, Flash Widget, Link, etc.). May want to email Carol on exactly what she wants.