# Progress Report

## Project Team #: Moustafellos 3 – Doyle 2

## Team Members:

## PM’s: Andrew Tauskey, Andre Messa, Anne Buckley, James Brunetto, and Daniel Vessal.

BA’s: Matthew Johnson, Nicholas Robinson, Hyun Woo Lee, Cassandra Borek, and Sean Carpenter.

## Reporting Period From: October 3rd To: October 10th

Overall Project Status: **On Track** / At Risk

## Deliverables:

### **Work Completed:**

### **Task Name Date Completed Summary Notes**

1. Preparation for interviews 9/10, 10/6 Gave more specific questions
2. Scope Review 9/20 Combination of all BA’s individual docs
3. Business Rules 10/1 Clearer definition of what is needed

### **Work in Progress:**

### **Task Name Planned End Date Resources Assigned**

1. Completed Scope doc 10/10 Anne and Dan
2. JIM Review ongoing James, Andre
3. Assist Prototyping ongoing All PMs
4. All PM Deliverables (first draft) 10/13 All PMs

### **Work Schedule to begin:**

### **Task Name Planned Start Date**

1. Scenario 10/20
2. Data Schema 10/25
3. Prototyping 10/13

## Project Issues

###  **Descriptions Actions**

1. Meeting Times Coordinating everyone’s schedules
2. Communication Starting Group chat via app GroupMe, set the expectations

## Project Risks:

###  **Description Actions**

1. Little experience e-commerce Researching valuable e-commerce solutions
2. Lack of trust We have emphasized that we are there for the BAs

## Meetings

### **Meeting that have taken place:**

### **Description Date / Time Attendees**

1. Kickoff Meeting 9/10 Andre, Anne, BA’s
2. Meeting w/ BA’s 9/22 Andre, James, Dan, Matt, BA’s
3. PM Meeting 9/22 All PM’s
4. PM/BA Meeting 9/29 Andre, James, Andrew, Bas
5. PM Meeting 9/29 All PM’s
6. PM/BA Meeting 10/6 Andre, James, Andrew, Bas
7. PM Meeting 10/6 All PM’s

### **Planned Meetings:**

### **Description Date / Time Attendees**

1. Monday Recurring 5:30 All BA’s and selected PM’s