# Progress Report

## Project Team #: 3

## Team Members: Chris Nocella, Matt Johnson, Trang Nguyen

## Reporting Period From: February 7, 2015 To: February 13, 2015

Overall Project Status: On Track

## Deliverables: Scope Document

### **Work Completed:**

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

1. Scope Document February 7, 2015 Finalized scope doc

### **Work in Progress:**

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

1. Prototype N/A One BA focusing on JIM right now

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

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

1. Prototype February 16, 2015

## Project Issues

### **Descriptions Actions**

1. Software Make sure that all BAs have same version of JIM

## Project Risks:

### **Description Actions**

1. Software If all members do not have same version, issues can arise

## Meetings

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

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

1. Weekly Meeting February 7th – All PMs and BAs

### **Planned Meetings:**

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

1. Weekly Meeting February 15th – All PMs and BAs