

This week, the BAs were responsible for finishing the final draft of the prototype, business rules and presentation. In addition, the PMs worked on updating the schedule, budget, communication plan and change management plan. The meeting Friday afternoon, was cancelled because the BAs finished all of their tasks for the week by Thursday's meeting. The meeting Thursday was moved from 5pm to 1:30pm because all BAs were able to make that meeting. This meeting was used to go over the final deliverables created since our last meeting, talk about the final presentation and go over what deliverables still need to be completed before the final presentation next week. We decided we are not going to have another team meeting with the BAs, instead they are going to send the PMs, via email, their final deliverables by Sunday, April 19, 2015, which the PMs will review and send back by Monday afternoon, April 20, 2015. The PMs decided to meet next Friday, April 24, 2015, at 11am to go over their final deliverables. If any questions or problems arise before the final presentation or our next team meeting, group members can address the issues via email or text messages.