

This week, the PMs worked on revising the change management plan, as well as, creating the first draft of the scope document, schedule, and budget. In addition, the second interview with a member from TU Press was held, where the BAs asked a series of questions that helped the team better develop high quality deliverables. On Thursday, 2/12/15, all of the BAs and PMs met for 30 minutes and discussed the interview results, deliverables created that week, potential prototype ideas, and tasks for the upcoming week. Our next team meeting is scheduled for Thursday, 2/19/15, however, if any questions, comments, or concerns arise before that time, team members can use the group email or text to address the problem.