

This week, the BAs were responsible for continuing to work on the prototype, business rules and use cases. In addition, the PMs worked on updating the schedule and budget and finalizing the first draft of the organizational chart, RACI chart and stakeholder list. The meeting scheduled for this week was used to discuss any questions, comments or concerns that arose since the last team meeting, as well as to give the BAs Justinmind training. Our next team meeting is scheduled for Thursday, March 26, 2015, which will be used to discuss the deliverables completed since the last team meeting, the schedule, the future tasks that need to be completed, and any questions, comments, or concerns that over the week. If any questions or problems arise before our next team meeting, group members can address the issues via email or text messages.