

# Progress Report

Project Team #: Flannigan Group 2

Team Members: Edward Shen, Adam Solomon, Mark Isaac

Reporting Period From: 2/9/2015 To: 2/13/2015

Overall Project Status: **On Track**

## Deliverables:

### Work Completed:

Task Name	Date Completed	Summary Notes
1. Interview #2	2/12/15	Got similar information from i

### Work in Progress:

Task Name	Planned End Date	Resources Assigned
1. Team scope document	4/30	BAs
2. Prep Interview #2 question	2/11/15	BAs

### Work Schedule to begin:

Task Name	Planned Start Date
1. Interview #2 questions	2/9/15
2. Edit team scope document	2/9/15

## Project Issues

Descriptions	Actions
1. Hard for everyone to meet up	Have groupme app to communicate with all members

## Project Risks:

Description	Actions
1. Risk of not completing Scope document properly	Review Scope document

- 2. Scope Creep

Review Scope document

## Meetings

### Meeting that have taken place:

Description	Date / Time	Attendees
1. Weekly Check-in meeting	2/11/2015	ALL PMS and BAs
2. Interview 2 Questions Wrap out	2/12/2015	ALL PMs and BAs

### Planned Meetings:

Description	Date / Time	Attendees
1. Prototype meeting	2/16/2015	ALL PMs and BAs
2. Scope Review/general meeting	2/18/2015	ALL PMS and BAs