

Progress Report

Project Team #: Flannigan Group 2

Team Members: Edward Shen, Adam Solomon, Mark Isaac

Reporting Period From: 2/16/2015 To: 2/20/2015

Overall Project Status: **On Track**

Deliverables:

Work Completed:

Task Name	Date Completed	Summary Notes
1. Team scope draft Document	2/19/15	Edited and handed in

Work in Progress:

Task Name	Planned End Date	Resources Assigned
1. Team scope document	4/30	BAs
2. Team scope draft document edit	2/19/15	BAs

Work Schedule to begin:

Task Name	Planned Start Date
1. Prototype exercise	2/20/15

Project Issues

Descriptions	Actions
1. Hard for everyone to meet up	Meeting with different BA as different times

Project Risks:

Description	Actions
1. Risk of not completing Scope document properly	Review Scope document
2. Scope Creep	Review Scope document
3. Not able to operate Justinmind Prototype	Prototype exercise with BAs

Meetings

Meeting that have taken place:

	Description	Date / Time	Attendees
1.	Weekly General meeting	2/19/2015	ALL PMS and BAs

Planned Meetings:

	Description	Date / Time	Attendees
1.	Prototype meeting	2/26/2015	ALL PMs and BAs