

# Progress Report

Project Team #: Flannigan Group 2

Team Members: Edward Shen, Adam Solomon, Mark Isaac

Reporting Period From: 1/26/2015 To: 2/09/2015

Overall Project Status: **On Track**

## Deliverables:

### Work Completed:

Task Name	Date Completed	Summary Notes
1. individual Scope documents	2/5/15	Had some trouble with the documents
2. Interview #1	1/28/15	Successful, got good information

### Work in Progress:

Task Name	Planned End Date	Resources Assigned
1. Team scope document	4/30	BAs

### Work Schedule to begin:

Task Name	Planned Start Date
1. Review Team Scope Document	2/9/15

## Project Issues

Descriptions	Actions
1. Lack of certain BA communication	Wait & see if involvement and communication increase

## 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. Kick-off Meeting	1/28/2015	ALL PMS and BAs
2. Interview Questions Wrap out	2/29/2015	ALL PMs and BAs

### Planned Meetings:

Description	Date / Time	Attendees
1. Interview #2 Preview	2/11/2015	ALL PMs and BAs
2. Scope Review	2/18/2015	ALL PMS and BAs
3. General Meeting	2/23/2015	ALL PMs and BAs