# Progress Report

## Project Team #: 4

## Team Members: Jordan Hubbard, Evan Tini, Rich Henne

## Reporting Period From: 2/6/15 To: 2/15/15

Overall Project Status: **On Track** / At Risk

## Deliverables: project scope

### **Work Completed:**

### **Task Name Date Completed Summary Notes**

1. Project Scope 2/15/15 TA revised/edit

### **Work in Progress:**

### **Task Name Planned End Date Resources Assigned**

1. Scope Document (Project End) BA, TA, Professor

### **Work Schedule to begin:**

### **Task Name Planned Start Date**

1. Justinmind tutoring 2/15/15
2. Refine Scope 2/13/15

## Project Issues

### **Descriptions Actions**

1. Scope Focus Meeting #3(narrow focus in scope document)

## Project Risks:

### **Description Actions**

1. BA Withdraw Motivate team
2. Scope Creep Constantly oversee

## Meetings

### **Meeting that have taken place:**

### **Description Date / Time Attendees**

1. Status meeting #3 2/15/15 Jordan, Evan, Rich, Joe, Kyle, Rachel,

### **Planned Meetings:**

### **Description Date / Time**

1. Status Meeting #4 2/24/15
2. Status Meeting #5 3/13/15
3. Status Meeting #6 3/20/15