# Progress Report

## Project Team #: Moustafellos 1

## Team Members:

Project Managers – King Ng, Joe Garrido, Abhay Kshirsagar

Business Analysts – Anthony Minford, Loi Tran, Margaret Scalon, Carrie Graham, Ciara Murphy

## Reporting Period From:2/2 To:2/8

Overall Project Status: On Track

## Deliverables:

### **Work Completed:**

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

1. Interviews 1/28 Generated good questions
2. project charter 1/30 first drafted

### **Work in Progress:**

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

1. Team Scope Doc 2/19 Reviewed by PMs

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

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

1. Interview 2 2/10
2. questions for interview 2

## Project Issues

### **Descriptions Actions**

1. unable to get everyone in meetings alternating PMs for meeting

## Project Risks:

### **Description Actions**

1. BAs / PMs drop course work together to help finish deliverables
2. Unable to finish/deliver deliverables on time stay on schedule and weekly check up

## Meetings

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

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

1. 1st Meeting 1/27 4pm all BAs and PMs

### **Planned Meetings:**

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

1. PM meetings 2/9 PMs
2. Team Meeting 2/10 or 2/11 PMs and BAs