# Progress Report

Project Team #: Flanagan 2

Team Members: Michael Paszkiewicz, Woo Lee, Andrew Rudoi

Reporting Period From:  4/5/2015  To: 4/10/2015

Overall Project Status: On Track

Deliverables: Group Scope, first prototype version

### Work Completed:

| Task Name | Date Completed | Summary Notes |
|---|---|---|
| 1. Group Scope | 4/5/2015 | Key roles for personas, schemas, |
| 2. First Prototype | 4/8/2015 | First version of prototype |

### Work in Progress:

| Task Name | Planned End Date | Resources Assigned |
|---|---|---|
| 1. Biz. Rules | 4/10/2015 | Troy and Jack |
| 2. Use Cases | 04/13/2015 | Nick |
| 3. Initial design | 4/13/2015 | Mia |
| 4. Brainstorming Sessions | 4/15/2015 | All |

### Work Scheduled to begin:

| Task Name | Planned Start Date |
|---|---|
| 1. **Update WBS** | **4/15/2015** |
| 2. JIM Help sessions | 4/15/2015 |
| 3. Refining personas | 4/18/2015 |

## Project Issues

| Descriptions | Actions |
|---|---|
| 1. Arranging meeting times | Need to get full team out each week |
| 2. Impending workload | Share PM resources to show what's in store |

## Project Risks:

| Description | Actions |
|---|---|
| 1. Deliverables Communication | Keep up to date to avoid communication |
| 2. Technology for presentation | Encourage to use video or acting |

## Meetings

**Meeting that have taken place:**

| Description | Date / Time | Attendees |
|---|---|---|
| 1. Weekly Group Meeting | 4/3/2015 | All Group Members |
| 2. PM Meeting | 4/1/2015 | PMs |
| 3. BA Meeting | 4/4/2015 | Business Analysts |

**Planned Meetings:**

| Description | Date / Time | Attendees |
|---|---|---|
| 1. Weekly Group Meeting | 4/5/2015 | All Group Members |
| 2. PM Meeting | 4/7/2015 | PMs |
| 3. BA Meeting | 4/9/2015 | Business Analysts |