

Project Team Status Report

Project Management Team Member: Mussie Woldezghi

Reporting Date: 11/21/13

Reporting Period From: 11/14/13 To: 11/21/13

Overall Project Status: On Track

Deliverables:

Work Completed:

Task Name	Date Completed	Summary Notes
1. Final Prototype draft	11/20/13	Continuing to modify
2. Business Rules	11/20/13	

Work in Progress:

Task Name	Planned End Date	Resources Assigned
1. Refine Prototype	11/26/13	Spoke with Prof. Flanagan
2. Final Presentation	11/26/13	

Work Schedule to begin:

Task Name	Planned Start Date
1. Final presentation (hard copy)	12/04/13
2. Scope document (hard copy)	12/04/13

Project Issues

Descriptions	Actions
1. No issues were encountered during the period	

Project Risks:

Description	Actions
1. Timely project closing	More resources would help mitigate the risk
2. Temple changes the class schedule	Changing project closing date

Meetings

Meeting that have taken place:

Description	Date / Time	Attendees
1. Review of the final deliverables	11/19/13	Mussie
2. Team Meeting	11/21/13	

Planned Meetings:

Description	Date / Time	Attendees
1. Discussion about the final presentation	11/22/13	Mussie
2. Prototype tune-up	11/26/13	Mussie