Progress Report

Project Team #: 7

Team Members: Nick Robinson, Denisse Silva, John Stewart

Reporting Period   From: 3/09/15   To: 3/13/15

Overall Project Status: On Track

Deliverables:

Work Completed:

Task Name	Date Completed	Summary Notes
1. Org Chart	3/10/15	Finished and uploaded to template
2. RACI Chart		Need more feedback

Work in Progress:

Task Name	Planned End Date	Resources Assigned
1. Final Deliverable Site	TBD	Nick Robinson
2. Prototyping	TBD	BA

Work Schedule to begin:

Task Name	Planned Start Date
1. Final Deliverables Platform	2/22/15
2. Rework deliverables for web	2/25/15

Project Issues

Descriptions	Actions
1. BA Communication	Even with group chat, not all members participate
2. Project Lax	Bas are not worried enough for the project

Project Risks:

Description	Actions
1. Justinmind skills	BAs reluctant to start
2. Lack of meeting interest	Keep working on normalizing the Thursday meetings

Meetings

Meeting that have taken place:

Description	Date / Time	Attendees

1. No meetings this week, not enough members could attend. All communication was done via text.

Planned Meetings:

Description	Date / Time	Attendees

1. Project Work Update   3/19/15   All PMs/BAs