# Progress Report

## Project Team #: 3

## Team Members: Chris Nocella, Matt Johnson, Trang Nguyen, Ashley Lombardo, Ben Kates, Jimmy D, Leigh Mc Kenzie, Peter Hwang

## Reporting Period From: February 16, 2015 To: February 22, 2015

Overall Project Status: On Track

## Deliverables: Scope Document

### **Work Completed:**

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

1. Project scope February 19, 2015 Finalized scope doc. Bas has a meeting

 On February 18th to finish the scope. They upload the scope to drive and PM helped them to fix scope.

### **Work in Progress:**

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

1. Project Scope March 9, 2015 All Bas with the help from PMs
2. Interview questions February 24,2015 All Bas
3. JIM February 28,2015 All Bas

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

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

1. Interview 3 February 26,2015
2. Prototype February 28,2015

## Project Issues

###  **Descriptions Actions**

1. Software Make sure that all BAs have same version of JIM
2. Time conflict It is hard to find a time that can work for everybody

## Project Risks:

###  **Description Actions**

1. Lack of commitment If one team member doesn’t do his/her part, the team will be affected.

## Meetings

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

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

1. Weekly Meeting February 18th – All BAs
2. Weekly Meeting February 20th- All PMs

### **Planned Meetings:**

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

1. Weekly Meeting February 25th – All PMs and BAs