# Progress Report

## Project Team #: Flanagan 1

## Team Members: Aaron Ploucher, June Kim, Jeff Naparstek, David Rivera, Christian Wenner, Yinping Hu, Mengxue Ni

## Reporting Period From: 03/15/2015 To: 03/20/2015

Overall Project Status: On Track

## Deliverables:

### **Work Completed:**

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

1. Role assignment 02/25/2015 Assigned roles for individual work
2. Continued introduction to JIM 02/27/2015 Basic overview of JIM functions
3. Interview three questions 02/26/2015 Reviewed & edited interview questions
4. Interview 3 02/26/2015

### **Work in Progress:**

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

1. WBS 03/13/2015 All Group Members
2. Project templates 03/13/2015 PMS
3. Prototype Initial draft 03/11/2015 All
4. Prototype Brainstorming 03/23/2015 All

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

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

1. JustinMind Draft Assistance 2/27/2015

## Project Issues

###  **Descriptions Actions**

1. JIM familiarity PM assistance

## Project Risks:

###  **Description Actions**

1. Availability Issues Communication on optimal time
2. Communication Provide multiple channels to contact each other

## Meetings

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

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

1. Weekly Group Meeting 01/28/2015 All Group Members
2. Weekly Group Meeting 02/05/2015 All Group Members
3. BA Meeting 02/06/2015 Business Analysts
4. Weekly Group Meeting 02/11/2015 All Group Members
5. Weekly Group Meeting 02/25/2015 All Group Members
6. Weekly Group Meeting 03/18/2015 All Group Members

### **Planned Meetings:**

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

1. Weekly Group Meeting 03/18/2015 All Group Members