

CSC375 Introduction to Systems Analysis

Weekly Project Status Report Form

Team: High 5 Solutions	Project Report #: 2	Date: Sept 29 – Oct 5 2012
This Week		
What	Who	What we did
1. Meeting Preparations	Emily Mailes	<ul style="list-style-type: none"> • Book meeting rooms for required team meetings • Ensure all team members are notified of team meeting time and place
2. Refine requirements, scope with client	Emily Mailes	<ul style="list-style-type: none"> • Exchanged emails with client • Distributed updated requirements and scope to team
3. Pitch Meeting	Emily Mailes Takumi Adachi Frank Fan	<ul style="list-style-type: none"> • Prepared pitch ideas and notes • Distributed tasks to teammates
4. Team Meeting	Emily Mailes Takumi Adachi Maryanne Lau Frank Fan	<ul style="list-style-type: none"> • Prepare initial draft of Project Charter • Discuss requirements and scope • Create pitch ideas • Distribute tasks
5. Pitch	All members	<ul style="list-style-type: none"> • Present pitch to client
6. Project Charter first draft	Joumana Ghali	<ul style="list-style-type: none"> • Hand in initial draft of Project Charter
7. Update website with new documents	Takumi Adachi	<ul style="list-style-type: none"> • Update website with project charter, weekly status report #2, and other documents
8. Weekly status report	Takumi Adachi	<ul style="list-style-type: none"> • Write weekly status report for report # 2

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Next Week		
What	Who	To do
1. Meeting preparations	Emily Mailes Takumi Adachi	<ul style="list-style-type: none"> • Book meeting rooms for team meetings • Ensure all team members are notified of team meeting time and place
2. Website	Takumi Adachi	<ul style="list-style-type: none"> • Ensure all documents are up to date and in place
3. Pitch	All members	<ul style="list-style-type: none"> • Review any feedback and concerns from client
4. Weekly status report	Takumi Adachi	<ul style="list-style-type: none"> • Complete weekly status report before end of week

Project Report # 2: Time Spent		
Name	Time Spent	Date
Emily Mailes	7 hours	Sept 29 – Oct 5 2012
Joumana Ghali	7 hours	Sept 29 – Oct 5 2012
Maryanne Lau	4 hours	Sept 29 – Oct 5 2012
Frank Fan	4 hours	Sept 29 – Oct 5 2012
Takumi Adachi	7 hours	Sept 29 – Oct 5 2012

Confirmed by:

Name: Takumi, Frank, Joumana, Maryanne, Emily