

CSC375 Introduction to Systems Analysis

Weekly Project Status Report Form

Team: High 5 Solutions	Project Report # 8	Date: Nov 10-Nov 16 2012
This Week		
What	Who	What we did
1. Meeting preparations	Joumana Ghali Emily Mailes	<ul style="list-style-type: none"> • Booked room for team meeting next Wednesday and Friday
2. Team meeting	All Members	<ul style="list-style-type: none"> • Delegate project charter sections to individuals and paired groups • Delegate who finish which prototype screens • Create a task list for project charter and final report • Discussed team morale, project contribution
3. Deliverables and Dependencies	Maryanne Lau	<ul style="list-style-type: none"> • Worked on Deliverables and Dependencies section of the project charter
4. Dataflow Diagram	Takumi Adachi Frank Fan	<ul style="list-style-type: none"> • Worked on dataflow diagram • Provided input on Dataflow diagram
5. Prototype, Data Dictionary, Cost/Benefit Analysis	Emily Mailes	<ul style="list-style-type: none"> • Started designing prototype • Edited data dictionary • Worked on cost/benefit analysis
6. Risk Analysis	Joumana Ghali	<ul style="list-style-type: none"> • Major edit of the risk analysis
7. Website	Takumi Adachi Maryanne Lau	<ul style="list-style-type: none"> • Updated website with meeting minute reports • Added some images, documents, and project artifacts • Helped Photoshop client logo image for team website
8. Weekly status report	Takumi Adachi	<ul style="list-style-type: none"> • Write weekly status report for report # 8

CSC375 Introduction to Systems Analysis Weekly Project Status Report Form

Next Week		
What	Who	To do
1. Meeting	All Members	<ul style="list-style-type: none"> • Re-group to discuss presentation preparations • Review final presentation criteria • Review final report criteria
2. Final Report	All Members	<ul style="list-style-type: none"> • Continue working on final report
3. Website	Takumi Adachi	<ul style="list-style-type: none"> • Ensure all documents are up to date and in place
4. Weekly status report	Takumi Adachi	<ul style="list-style-type: none"> • Complete weekly status report before end of week

Project Report # 8: Total Time Spent		
Name	Total Time Spent	Date
Emily Mailes	7 hours	Nov 10 – Nov 16, 2012
Joumana Ghali	7 hours	Nov 10 – Nov 16, 2012
Maryanne Lau	3 hours	Nov 10 – Nov 16, 2012
Frank Fan	3 hours	Nov 10 – Nov 16, 2012
Takumi Adachi	5 hours	Nov 10 – Nov 16, 2012

Confirmed by:

Name: Takumi, Maryanne, Emily, Frank, Joumana