**Capstone 06 Offline**

**Introduction:**

We have already finished our client meeting and understood the client requirements as well as the major issues with the project. Ideally, at this point you have a clear idea of your team role and are ready with the first phase of the project. After your last weekly status update report, you it is important to discuss the plan of action for this week as you enter a new phase to make sure the project is on schedule.

**Instruction:**

**All members:**

For today’s session, you will have a group discussion to finalize the plan for this week. Each of the members can summarize the last week’s status update report and then make a day wise plan for the following week (including what needs to be done, what is not possible this week etc.). This plan will help you understand the project status and goals for the week.

This week you could have presentations and meetings from the teams. The Network Administrator and the HR can do in-house improvement for example, The NA can decide to improve amenities and the HR can propose a budget and handle employee issues etc.

**Network Administrator:**

Take the minutes of the meeting. These minutes should be mailed on the same day to the rest of the team.