Date:

Plan - Devise a week by week plan of work. For each week state which requirements/
functionality will be covered. For each iteration that you will present to the client identify
the aims of the iteration (what will you be producing and having evaluated).   Include a
timetable indicating when the evaluation points will be. How are you going to distribute the
tasks?

.

Client Participation - If you discussed anything with the client during this session, what
was it and what was the feedback? What amendments are you making in the light of this
feedback?

Date:

Requirements - (Attach a copy of your initial system models)

.

Client Evaluation - What was discussed with the client during this session, what was the feedback, and what amendments are being made in the light of this feedback?

Date:

What was presented to the client for review, what was the feedback, and what amendments were made in the light of this feedback?   Attach supporting documentation if appropriate (including any changed models).

Is the group on schedule (as defined by your initial plan)?   If not, what are you going to do to catch up?