

WEEKLY STATUS REPORT

Project Name: Snapify

Team Number: Team 1

Period Covered

TO: 31/01/2024

FROM: 17/01/2024

GENERAL STATUS:

Activities completed for the week: (Refer to Release planning and Iteration planning)

1. Successfully completed the project planning phase, defining project scope, objectives, and team roles as outlined in Release Planning and Iteration Planning.
2. Finalized the project title and topic through collaborative discussions and team input, ensuring alignment with project goals.

Planned Activities for Next Week: (Refer to Release planning and Iteration planning)

1. Initiated the Information Sheet, Elevator Pitch, Product Box & Solution phase to solidify project details and design the initial user experience in accordance with Release Planning and Iteration Planning.
2. Commenced drafting the Letter of Intent and Letter of Engagement to formalize project engagement terms and expectations.

Open Issues –

- **Prior weeks:** No unresolved issues from previous weeks.
- **New this week:** No new issues from previous weeks.

Resolved Issues -

- **Prior weeks:** No previously reported issues required resolution.
- **New this week:** No new issues arose during the current week.