


PROJECT STATUS REPORT	
Project Name	MediLocate.
For Week Ending	06-10-2024
Project Status	
Status Description	The project is progressing well and remains on track to meet key milestones defined. All activities scheduled for the past week were completed as they were planned without major issues. The team is moving forward with early-stage tasks, including finalizing the business proposal and preparing for the kickoff meeting.
Activities—During the Past Week	
Finalized the business proposal and project documentation.	
Began preliminary research on data privacy regulations (PIPEDA) to ensure compliance.	
Outlined the development timeline and set preliminary milestone dates	
Activities—Planned for Next Week	
Conduct the official project kickoff meeting (scheduled for 16-09-2024).	
Begin designing the wireframes for the platform’s user interface (UI).	
Define system requirements for the platform, including authentication features.	
Assign roles and responsibilities to team members for development and testing phases.	
Hold planning meetings with key stakeholders.	
Project Issues	
None currently. The project remains within scope, budget, and timeline.	

Project Changes
No changes have been made or approved since this is the initial status report.