


| PROJECT STATUS REPORT  |   |
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| Project Name   | WorkFlow  |
| For Week Ending  | Week 1<br>Date: September 9, 2023   |
| Project Status   | Green  |
| Status Description   | Had a first meeting for brainstorming ideas.  |
| Activities—During the Past Week  |   |
| Gathering ideas for what software application we want to create.                   |   |
| Generate possible problems and create the objectives that might solve the problem. |   |
| Activities—Planned for Next Week   |   |
| Start working on creating problem definitions.                                     |   |
| Read project requirements carefully and make a Gantt chart.                        |   |
| Project Issues   |   |
| Selecting the right communication channel among team members                       |   |
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| Project Changes  |   |
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