**From : Corey Despres on behalf of JGRC Consulting  
To : J.E.Marriott  
Subject : Weekly Status Report, JGRC Consulting, 2012-Nov-30**

**Activities Planned for Last Week :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | | **Performed By** | **Estimated Time (hours)** | |
| **ID** | **Description** | **Task** | **Total** |
| 1 | Finish frameworks | Ryan | 4 | 4 |
| 2 | Research for my device - software, hardware, costs, login RFID | Ryan | 1 | 1 |
| 3 | Screen Frameworks for Dispatcher system | Corey | 6 | 6 |
| 4 | Database Planning | Corey | 2 | 2 |
| 5 | Inital Cost Analysis | Corey | 1 | 1 |
| 6 | In Class Meeting | All | 0.5 | 2 |
| 7 | Team Meetings | All | 1 | 4 |
| 8 | Progress Review | All | 0.5 | 2 |
| 9 | Interview with Munoz | Graeme | 0.5 | 0.5 |
| 10 | Work on Reports | Graeme | 4 | 4 |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |
| 17 |  |  |  |  |
|  |  |  |  |  |
| **Totals** | | |  | 26.5 |

**Activities Accomplished Last Week :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | | **Performed By** | **Actual Time (hours)** | |
| **ID** | **Description** | **Task** | **Total** |
| 1 | Interview with Munoz | Graeme | 0.5 | 0.5 |
| 2 | Work on Reports | Graeme | 6 | 6 |
| 3 | Team meetings | all | 4 | 16 |
| 4 | Research costs | Graeme | 2 | 2 |
| 5 | Finish frameworks | Ryan | 4 | 4 |
| 6 | Research for my device - software, hardware, costs, login RFID | Ryan | 2 | 2 |
| 7 | Complete Frameworks | Corey | 3 | 3 |
| 8 | Research Costs | Corey | 1 | 1 |
| 9 | Database initial design | Ryan, Corey, Graeme | 2 | 6 |
| 10 | Schedule Planning | Ryan,Corey,Jack | 2 | 6 |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |
| 17 |  |  |  |  |
| 18 |  |  |  |  |
|  | | |  | 46.5 |

**Activities Planned for Next Week :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | | **Performed By** | **Estimated Time (hours)** | |
| **ID** | **Description** | **Task** | **Total** |
| 1 | Work on Reports | Graeme | 7 | 7 |
| 2 | Finalize costs | Graeme | 1 | 1 |
| 3 | Implementation Plan (individual component) | Graeme | 4 | 4 |
| 4 | Team meetings | All | 4 | 4 |
| 5 | Implementation Plan | All | 2 | 8 |
| 6 | NPV/ROI | All | 2 | 8 |
| 7 | Client Package - Fix phase 2 pkg/new pkg | Ryan | 4 | 4 |
| 8 | Database Design work | Corey | 3 | 3 |
| 9 | Database meetings with Sybil | Corey | 1 | 1 |
| 10 | Presentation work | Corey | 2 | 3 |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |
| 17 |  |  |  |  |
| 18 |  |  |  |  |
| 19 |  |  |  |  |
| 20 |  |  |  |  |
| 21 |  |  |  |  |
| 22 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Totals** | | |  | 43 |
|  | | |  |  |

**Summary :**

**We are making progress even though our team isn’t fully functioning well as a whole. Through our troubles we think we are still on track and should be able to pull through. Jack was absent this week without prior notice. As well for two weeks in a row Jack has not submitted his hours or plans as such the hours represented are based off of the hours logged with others (all and in group work).**

**Timesheet :**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Hours**  **Previous** | **$**  **Previous** | **Role**  **Last Week** | **Hours Last Week** | **$**  **Last Week** | **Hours**  **To Date** | **$**  **To Date** |
| **Jack Watt** | **104.5** | **3270** | **Developer** | **6** | **180** | **110.5** | **3630** |
| **Graeme McBriarty** | **103** | **4430** | **Developer** | **12.5** | **375** | **123** | **4805** |
| **Ryan Vaughan** | **96.2** | **3126** | **Developer** | **14** | **420** | **118.6** | **3536** |
| **Corey Despres** | **102.6** | **3671.6** | **Project Manager** | **12** | **600** | **126.1** | **4271.6** |
| **Total** | | | | | | | **16,242.60** |

**Note:**

**Project Manager : $50 / hour**

**Developer : $30 / hour**

**Absences**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Vacation Hours**  **Previous** | **Vacation Hours**  **This Week** | **Sick Hours**  **Previous** | **Sick Hours**  **This Week** | **“Other” Hours**  **Previous** | **“Other” Hours**  **This Week** |  |
| **Jack Watt** | **0** | **0** | **0** | **0** | **0** | **2** |  |
| **Graeme McBriarty** | **0** | **0** | **2** | **0** | **0** | **0** |  |
| **Ryan Vaughan** | **0** | **0** | **4** | **0** | **0** | **0** |  |
| **Corey Despres** | **0** | **0** | **2** | **0** | **0** | **0** |  |
|  | | | | | | |  |

**For each team member, document the reason for [“Other” Hours This Week] here…**

Jack – Absent with no notification prior.