Team Member Status Report

TEAM NUMBER: 2   TEAM NAME: J.K.B.B.

TEAM MEMBER NAME: Ting Ting Lin

TEAM MEMBER ACTIVITIES			
Category	**Date** YYYY-MM-DD	**Activity**	**Hours** (.25 increments)
PM	2017-09-05	Complete Agenda/Minutes for meeting on 2017-09-05. Update team status report.	0.5
PM	2017-09-08	Complete Agenda/Minutes for meeting on 2017-09-08. Update team status report.	0.5
PM	2017-09-12	Update team status report.Working on Project plan.	0.5
PM	2017-09-15	Complete Agenda/Minutes for meeting on 2017-09-15. Update team status report.	0.5

TEAM MEETINGS AND ACTIVITIES			
Location	**Date** YYYY-MM-DD	**Activity**	**Hours** (.25 increments)
Class	2017-09-05	Complete Team Charter; open google share folder for this project;	1
Class	2017-09-08	Working on project charter and project plan.	2
Class	2017-09-12	Completed Project Charter. Continue working on Project Plan.	1
Class	2017-09-15	Complete Project Plan	2
2A207	2017-09-19	Inception phase Milestone Meeting.	0.5

ISSUES/OBSTACLES/DEPENDENCIES/PROBLEMS

CATEGORIES:

PM	Project Management	WEBPR	Web Programming
IWC	Interacting with Clients	ITEST	Interactive Testing
DCR	Diagramming and Documenting Client Requirements	ENTPR	Entity Class Design and Programming
DOD	Diagramming and Documenting Overall Design	TPR	Technical / Lower-Level Programming
TDOC	Technical Documentation	UTEST	Unit and Integration Testing
CDOC	Client Documentation	DBD	Database Design
GUID	GUI Design	SQL	SQL Development
WINPR	Windows Programming	RPT	Report Development
WSD	Website Design	INST	Installer Development
WPD	Web Page Design		

Adapted from Ensworth/Accidental Project Manager Template 3.1