**Status/Progress Report**

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| **Project Name**: UOW Room Booking System  **Team Member Name:** Limousine, Kenndy, Pavi, Valerie, Erick, Figo  **Date:** 18 May 2021  **Reporting Period:** 12 April 2021 - 30 April 2021 |
| **Work completed this reporting period:**   * Project Charter * Approval of Project Charter * Scope Statement v1 * Organizational Chart * Risk Register |
| **Work to complete next reporting period:**   * Project Schedule * Cost Estimate * Traceability Matrix * Program Prototype * Progress Report * Milestone Progress * Lesson Learned Report * Video Presentation |
| **What’s going well and why:**  We finished the documents on time on every meeting   * On kickoff meeting 12 April, we finished the project charter and scope statement * On 21st april , we finished the Organizational Chart and Risk Register |
| **What’s not going well and why:**  We have not yet discovered any major issues |
| **Suggestions/Issues:** |
| **Project changes** |