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| Attendees | | | | | |
|  | Jerome Smith (JS) | President |  | Gina Nairn (GN) | BTSG PM |
|  | Jennifer Huong (JH) | VP of Operations |  | Jack Kennedy (JK) | Systems Architect |
|  | Norman Johnson (NJ) | CTO |  | Tisha Berry (TB) | Cyber Analyst |

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| Agenda |
| **Purpose:** Report current progress of Server project, decide on resource priorities, review risks, and facilitate cyber submission decision.  **Meeting Location/Connection Information:** Zoom, [link here](http://www.ginanairn.com), or call in 1-888-555-1212 PIN 987654 |

|  | Item | Details | Discussion/Minutes |
| --- | --- | --- | --- |
|  | Charter Signed | 1. Posted in MS Teams at link: [Teams Link](http://www.ginanairn.com) 2. Signed by project sponsor last week |  |
|  | Status Metrics | 1. Project tasking is 64% complete (Status Green) 2. Implementation is 13% ahead of schedule, and $9,000 under budget |  |
|  | Schedule Progress | 1. Decision needed: deadline before or after conclusion of O365 project 2. Impacts rollout dates    1. Hardware Project impacted by 21 days    2. Call Center Project impact unknown       1. Need further research |  |
|  | Resources | 1. Need resource to research call center project impact (20 hrs/week - 6 weeks) |  |
|  | Documentation | 1. Requirements doc complete and ready for team review 2. Implementation Plan |  |
|  | Risk Register Review | 1. Highest risk: funding for TechDom software license renewal (Red, funding due in 5 days and not approved) 2. Equipment arrival dates not received |  |
|  | Implementation Plan |  |  |

| Action Items / Unresolved Issues | | | |
| --- | --- | --- | --- |
| Item | Owner | Due | Status |
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