Summary: Overall project completion is at 1%

**Scope:** The scope of our project is being determined. The students on our project have had one meeting with our sponsor and have determined from that meeting what we believe the scope of the project is. Now we need to present this to our sponsor which is planned for a meeting this Tuesday.

**Schedule:** We believe we are on schedule with this project. We have a draft of the project charter and will be finalizing it this week. Our sponsor has also given us a few assignments to bring the team up to speed on NLP.

**Risks:** Our sponsor has expressed an interest in micro-managing our project and is under the impression we can work on two projects interchangeably. We hope during our next meeting we can set the expectations and work out that we will be managing task assignments as well as any division of labor.

**Quality:** So far all we have is our project charter and this document has not been finalized but is in a state we are all happy with.