Name: Charles Beran

Date: 1 July 2011

Team: MAVS Systems

Progress on Deliverables Due This Period:

|  |  |  |
| --- | --- | --- |
| Deliverable Description | Effort Expended (Hours) | % Complete |
| SRD | 4 | 15 |
| Project Plan | 2 | 5 |
| Test Plan | .5 | 0 |
| Charter | .5 | 0 |

Planned Work Next Period on Future Deliverables:

|  |  |  |
| --- | --- | --- |
| Deliverable Description | Date Due | Effort Planned (Hours) |
| SRD | 7/21 |  |
| Test Plan | TBA |  |
| Project Plan | 8/11 |  |
| Charter | 7/19 |  |

Other Project-Related Work Completed This Period:

|  |  |
| --- | --- |
| Work Description | Effort Expended (Hours) |
| Tool Configuration (Github) | 2 |
| Communication Tools (calendar) | .25 |
| Team Building | 4 |
|  |  |

REFLECTION - Problems Encountered/Help Needed:

So far, the project is moving along nicely. The group is forming well and our next meeting will be our first test, as work will be divided among several team members. As of now, we are doing well and not in need of help.

REFLECTION - Lessons Learned:

The main lesson taken from this week is the need for preparation. I should have taken the requirements worksheet to the meeting and been using that instead of brainstorming for requirements. We have a long list and everyone is contributing, but had we used the sheet from the beginning, we could have saved ourselves some duplicate work.