**Biweekly status report**

**Charaf Lachouri**

**2/4/2023**

I think the last two weeks of my personal progress on our project is pretty productive so far, in the following steps I will try to break down what we have achieved so far on personal level :

**Week 1 January 18, 2023**

* Attended the course introduction with the professor and met some old colleagues. Talked little bit about what the project management course is about, and I took a personality test in the purpose of formulating the groups and submitted it.

**Week 2 January 25, 2023**

* I went over chapters 1 & 2 of “Fundamental of Project Management” and chapters 1 & 3 of “Project Management From Simple To Complex”.
* I’ve attended the lecture, and we talked about what is a project? what is project management? what are the steps in managing a project? what is PCTS? what is the PMBOK Guide and what are process groups? what is a critical path method of analysis? what is a project charter? What are meeting minutes?
* I’ve met with my team members, talked little bit about ourselves and our backgrounds and exchanged the contacts information.
* I’ve created “GroupMe” chat group and Microsoft SharePoint as well for exchanging files and holding meetings.
* All the group members agreed to meet up every Sunday to discuss our project progress.

**Week 3 February 1st , 2023**

* I went over chapters 4 to 7 of “Project Management From Simple To Complex”.
* I’ve attended the lecture, and we went through the lecture notes talking about what are meeting minutes? bi-weekly status reports? how to meet client expectations? what are strategies for working with clients and team members? what is the role of the project manager? what skills? Abilities? and knowledge make for a good project manager? what are mission and vision statements? what is a project charter and related terms?
* I’ve attended group members in-class meeting, we talked about our competencies, skills and experiences we have. We have a variety of technical skills which I think is good for our group expectation.
* I suggested “Titiana” to the group members to be elected as our Project Manager because I worked with her in a project last fall and I know her managerial capabilities. Indeed, the team supported my suggestion and elected her as our Project Manager.
* I proposed to the team a potential project of creating a Database Management System (DBMS) with user interface (UI) for a cars dealership. I told the team that I Know the manager personally and I know his business does not have a database system. Titiana as well knows a friend of hers that is running an outdoor nonprofit, so we have two potential projects so far.
* I’ve reached out to the cars dealership manager and, told him that this is a non-profit class project. I’ve asked him “What are the problems that you are encountering in your business ?”. He answered “ I’m down for anything could increase my sales”. So, I suggested to him creating a database management system to organize his inventory or a dashboard to forecast his sales. He was very interested and told him I’ll get back to him once we settled on one of our two potential projects with my team members.