Project Status Report

Project: International Technology Society

Date: 03/10/2023

Team: Team #2 (Dallin W., Taisei G., Myungwon L., Austin J., James E.)

Summary of goals or responsibilities:

* Design and produce a brochure containing useful resources for international students.
* Create and present a presentation explaining the resources in the brochure at an event catering to international students.

Current Status (choose one):

X On Track: Team responsibilities are on schedule.

At Risk: Milestones missed but date intact.

High Risk: At risk, with a high risk of going off track.

Off Track: Date will be missed if action not taken.

Issues we’re currently experiencing:

* Lack of communication of project’s purpose from leadership team.
* Lack of design input and communication from corresponding team in the other class.

Milestones already completed:

* All information located and preemptively formatted.
* Color scheme selected.
* Logo utilized.
* QR codes made and integrated.

Milestones planned but not yet achieved:

* Add color scheme and design elements to brochure.
* Print brochure.
* Review presentation.
* Present presentation.

Areas or questions for discussion:

* Are there any other tasks that need to be assigned to the class that our team has the possibility of being responsible for?
* When exactly are we presenting, and how much time will we have to present?
* Is the color scheme negotiable?