PROJECT STATUS REPORT
FLEX DATA INC.
AS OF: 10/27/2024

PROJECT STATUS SUMMARY   Percent Complete: 8.0%

Scope	Schedule	Risks	Quality

Scope:
This week we did a bit more research on the website's security and created documentation to run the website locally. We then also completed our first round of tickets assigned by our sponsor. He gave us a list of tickets we could pick up if we'd like (not mandatory) but they were all done. They consisted of revisiting the directory structure and readme and making edits.

Schedule:
We are prepping to create our model by creating new directories and planning a new Sponsor meeting to learn how to exactly go about this. We especially need him to direct us because of the previous 19 models he has, it's important to follow the same structure to make it easy to understand and not make it an outlier from the others. This will also help for revisions and for making the models better for it to be a standard procedure.

Risks:
There really aren't any risks as of right now. We are all doing our work and haven't run into any major issues but there have been small hiccups. Some team members weren't able to get some software things to work but they were able to get it in the end.

Quality:
As we are still researching and preparing for our next steps, I still think we are creating quality work. Making sure we have a strong foundation not just knowledge wise but also having the repository up to date so we aren't back tracked by old documentation.

WORK PLANNED FOR LAST WEEK
1. Start taking tickets from Sponsor
2. Potentially receive more feedback from TA
    a. assign any more tickets to research more
3. Sponsor Meeting
    a. make sure we are on the same page
    b. discuss future demo of model
4. Team Meeting
    a. go over research from last week
        i. each can share their findings to bring everyone up to speed
    b. discuss weekly tickets

WORK COMPLETED LAST WEEK

1. Completed first week of tickets assigned by sponsor
2. Some team members continued researching and creating documentation
3. Sponsor Meeting
   a. Explained requirements document and this weeks tickets
   b. discussed upcoming meeting
4. Team Meeting
   a. went over last weeks tickets
   b. went over this week's tickets
   c. discussed access to new software

WORK PLANNED FOR NEXT WEEK

1. receive, assign, and (hopefully) complete new tickets
2. TA meeting
   a. go over previous tickets
      i. is there anything else we need
      ii. what other tips can she offer
   b. any other tips
3. Team meeting
   a. go over tickets as well
   b. make sure people have access to new software
   c. prepare for sponsor meeting
4. Sponsor Meeting
   a. watch tutorial videos prior
   b. ask clarifying questions
   c. anything else he would like to discuss

OPEN ISSUES

1. Researching Models
   a. Status: On schedule
2. Researching API
   a. Status: On schedule
3. Security Audit
   a. Status: On schedule

DELIVERABLES AND MILESTONES

Milestone	WBS	Planned	Forecasted	Actual	Status
First Draft of Project Charter	001	09/29	09/29	09/29	Completed
Final Draft of Project Charter	002	10/06	10/06	10/13	Completed
Research	003	10/20	10/20	10/20	Completed
Understand how models function	004	10/20	10/20	10/20	Completed
API and Model Research	005	10/29	10/29		On going
Security Audit	006	10/27			On going

Deliverable	WBS	Planned	Forecasted	Actual	Status

OPEN CHANGE REQUESTS

Change Request Name	Change Request Number	Request Date	Current Status
Add timesheets	001	10/27	Undergoing change in google sheets

KEY PERFORMANCE INDICATORS (KPI's)

Schedule - Project is **on Schedule**
Schedule Variance (SV):   **0** days