PROJECT STATUS REPORT
FLEX DATA INC.
AS OF: 10/20/2024

PROJECT STATUS SUMMARY   Percent Complete: 7.0%

Scope	Schedule	Risks	Quality

Scope:
Currently researching what the current company repo consists of. We are trying to understand the infrastructure, how the models work, what type of tools we are to use, what technologies are being used already, etc. The Sponsor has been pretty satisfied with our work though there was a slight miscommunication that was resolved. So we did not fall back. for that I am marking this green.

Schedule:
I have moved this from yellow to green because we have met with our TA and she gave us new tickets to do and we have completed them. I feel very comfortable with where we are. The Sponsor has been satisfied with the issues we were taking care of last week and mentioned giving us more this upcoming week which indicates we are on schedule.

Risks:
I am moving this from yellow to green as well because last week's concerns were communication with the sponsor and we have received a lot more communication from him as of late. I also feel like the team is working pretty well together, there aren't any problems that have stopped our work or backtracked us.

Quality:
Since we are currently researching, it makes me confident to mark this green because we want to make sure we understand how the repo works to be able to confidently work on our project with a deep understanding of the program. We are also currently testing running the website locally and creating documentation for our research to be able to go back to it at any point of doubt.

WORK PLANNED FOR LAST WEEK
1. Start learning how to create a new model
   a. Understand how the previous models work
   b. Define what "perception" looks like in achievements
2. Complete tickets
   a. model research
   b. API Auth research
3. TA Meeting
   a. explain how we are now back on track
   b. receive feedback on what we should focus on now

        c.   any suggestions from her
   4. Team Meeting
        a.   keep researching on how to create a new model
        b.   discuss answers from Sponsor

Work Completed Last Week

1. TA Meeting
   a. assigned tickets for each person for the week
   b. Such as researching different aspects
   c. creating documentation
2. Team Meeting
   a. redesigned timesheets
   b. discussed tickets and if anyone needed help
3. Asked sponsor questions
   a. gained a deeper understanding for our research
   b. Asked to reverify our Charter and requirements
4. Revisited Requirements doc and made it more concise
5. Completed this weeks research tickets

Work Planned For Next 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

Open Issues

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

Deliverable	WBS	Planned	Forecasted	Actual	Status

OPEN CHANGE REQUESTS

Change Request Name	Change Request Number	Request Date	Current Status
Add timesheets	001	10/20	Undergoing change in github repo

KEY PERFORMANCE INDICATORS (KPI'S)

Schedule - Project is **Almost on Schedule**
Schedule Variance (SV):   **-1** days