CMSC 345

# **Biweekly Status Report**

Team:  5                                                                                                Date:  9/17/07

Customer:  Dr. Smith

Phase Leader:  Jane Doe

**Progress Since Last Report**:

                                                                                                                                                                   Identifier from

    Date                                                             Description                                                                       Previous Report

|  |  |  |
| --- | --- | --- |
| 9/1/07 | Initial team meeting to exchange information and decide on team roles | N/A |
| 9/5/07 | Met with Dr. Smith for the first time to discuss his ideas for the product | N/A |
| 9/7/07 | Team meeting to draft initial list of customer requirements | N/A |
| 9/14/07 | Team meeting to divide up sections of Systems Requirements Specification | N/A |
| 9/16/07 | Set up web site for team communication | N/A |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Changes Since Last Report**:

                                                                                                                                                                   Identifier from

    Date                                                             Description                                                                       Previous Report

|  |  |  |
| --- | --- | --- |
|  | None (first report) |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Risks**:

                                                                Probability of

       Old/                                                   Occurrence

 #    New                Description                  (H, M, L)              Impact                                       Mitigation Strategy

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | N | Jane is considering dropping the course | L | Loss of Requirements Phase leader | Joe will take over as Requirements Leader if necessary |
| 2 | N | Dr. Smith may want a GUI interface. No one on the team has experience with GUI programming. | M | Learning curve for team and increased development time | Bob will explore GUI programming resources and distribute them to the team. He will also act as the GUI expert for the team. |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Open Issues**:

          Old/                                                                                                                                                                Target

 #       New                                  Description                                                         Person(s) Responsible      Resolution Date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | N | Will the product use a GUI or text-based UI? | Bob | 9/20/07 |
| 2 | N | Should the system include the ability to take a test? | Jill | 9/25/07 |
| 3 | N | Does Dr. Smith want strictly a desktop app or should it be web-based? | Jill | 9/25/07 |
|  |  |  |  |  |
|  |  |  |  |  |

## Action Items:

          Old/                                                                                                                                                                Target

 #       New                                   Description                                                       Person(s) Responsible     Completion Date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | N | Draft SRS Introduction | Jane | 9/25/07 |
| 2 | N | Draft SRS Functional & Nonfunctional Requirements Sections | John | 9/25/07 |
| 3 | N | Draft SRS Deliverables & Open Issues Sections | Joe | 9/25/07 |
| 4 | N | Outline draft of UI Design Document | Jill | 9/25/07 |
| 5 | N | Code first version of UI prototype | Bob, Jill | 10/5/07 |
| 6 | N | Integrate SRS sections | Jane | 9/21/07 |
| 7 | N | Peer review of final SRS | All | 10/2/07 |
| 8 | N | Divide up final UI Design Document sections | John | 10/3/07 |
| 9 | N | Schedule next customer meeting | Jane | 9/18/07 |
|  |  |  |  |  |
|  |  |  |  |  |

I have read and agree with the contents of this Biweekly Status Report.

**Printed Name                                    Signature                          Date**

Phase Leader:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_

Team Members:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_

                            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_

                            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_

                            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_

Version 9/07