

Status Of Deliverables

- In Smartsheet, we have created a Progress Tracking Sheet that is updated via the Progress Tracking Form which is to be submitted by a member of the team when they have completed an assigned task.
- We are yet to receive an approval/rejection on our project charter so we have not completed Milestone 1, but we will continue working on our project as planned while we await feedback.

Changes In Scope

- There are no proposed changes for the scope of our project this week.

Changes In Deadline

- We are expecting the feedback by the end of the week (October 12th), at which point development will begin (frontend and backend concurrently)
- The acceptance/rejection of our charter may impact the start date of development for the project by approximately 2 days (proposed start date: Oct 10th) but as of now, we are confident that the project will be completed and deployed by the final deadline.

Decisions Made

- Communication within the team will be mainly on Discord. Team members are responsible to reply promptly (within 24 hours).
- Specific tasks are assigned to

Risk/Issues And Mitigations

- **Risk:** Delayed Development Start Date - there is a possibility that the start of development will be delayed by 2 days as we await feedback on the project charter
 - Mitigation: Starting development while we wait and then adjusting as we receive feedback
- **Risk:** Rejected Project Charter - if our project charter is rejected, we will have to re-configure the scope of our project, potentially delaying our development.
 - Mitigation: Review our initial charter and try to identify potential scope additions or removals so we are slightly more prepared