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| **Team Number: SE16-S07** | | **Date: 1 March 1, 2009** | |
| **Summary of work done since last report:**  1. Conducted the internal project initinazation meeting,(i.e. delegation of roles and responsiblities for each project group members, set-up the team discipline, etc.) 2. Conducted the project kick-off meeting with project sponsor 3. Preparation for the Project Plan 4. Collected the user requirements 5. Discussions on user requirements understanding 6. Conducted weekly project meeting 7. Discussed and set up the documentation standards 8. Preparation for the User Requirement documentation 9. Produced the 1st draft of URS 10. Preparation for the Quality Plan 11. Initialized the Filling System | | | |
| **Deliverables Started since last report:**   1. Project Plan 2. User Requirement Specifications 3. Quality Plan 4. Weekly Project Progress Meeting Minutes 5. Filing System | | **Deliverables Complete since last report:**   1. 1st draft of User Requirement Specifications 2. Weekly Project Progress Meeting Minutes 3. Filing System | |
| **Effort Expended** | | | |
| **Name of each Team Member** | **Roles** | **Hours** | **Brief Summary of Work** |
| Sui Haiyang | Project Manager | **16** | **Project Management, Project Plan** |
| Gao Jia Si, Karen | Document Manager | **25** | **URS integration and draft** |
| Yap Sie Kuok, Thomas | Document Executive | **15** | **Partial URS, MCQ Module.** |
| May Ann Sallan | Quality Manager | **12.5** | **Partial URS, MCQ Module.** |
| Bipin Johnson | Quality Executive | **11.5** | **Partial URS, Content Mangement Module** |
| Rajendran Kumaraguru | Database Designer | **16** | **Partial URS, UCA Module** |
| Kumarasamy Shanmugam | Technical Lead | **6** | **Technical Review and guidance.** |
| Thiyagarajan Ravikumar | Developer | **9** | **Partial URS, Content Mangement Module** |
| **Problems Encountered *(highlight any assistance you might need from your ISS advisor or other staff)*:**  Nil | | | |
| **Plans for the Next Month:**  1. Conduct weekly project progress meetings 2. Internal review of User Requirement Specifications 3. Meet the project sponer to discuss URS 4. Modification of URS 5. Review & finalize the User Requirement Specifications 6. preparation for the First Project Presentation 7. Produce the draft Project Plan 8. Produce the draft Quality Plan 9. Finalize the filling system and documentation standard | | | |