**DATE: 2/6/2013  
T0: MARK KOCHANSKI  
FROM: ANTHONY HOPKINS  
SUBJECT: TEAM IOBYTES STATUS REPORT: 1/30-2/6**

**PROJECT STATUS SUMMARY** Percent Complete: 25%

We held 1 PM meeting and have discussed how the progress each team has made (using the scrum method) over the past week. We also discussed the information that each team has gathered and as well as the difficulties that some teams are facing. Because the 4 individual teams (iOS, websites, database, and project design) are focusing on completing work that relates to their group. Each team will be creating a portfolio of their artifacts. Our team will be creating a portfolio of artifacts based on the website.

**WORK PLANNED FOR LAST WEEK**

* Hand off PM positions within teams
* Set up GitHub to create online information and file sharing forum for teams
* Successfully adopt “scrum” approach

**WORK COMPLETED LAST WEEK**

* Hand off PM positions within teams
* Successfully adopt “scrum” approach

**WORK PLANNED FOR NEXT WEEK**

* Set up GitHub to create online information and file sharing forum for teams
* Design 6 pages for the website
* Have portfolio of artifacts with final designs of the 6 web pages

**OPEN ISSUES**

* None

**OPEN RISKS**

* Some teams may need help with certain parts of their work because not every person in each group has experience with their new group topic. So teams will have to lend out some of their members in order to help out the other teams. This could potentially slow down the progress of one team, making it harder for that team to meet their dead lines.

**IMMEDIATE TASKS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tasks | Planned | Forcasted | Actual | Status | Cost |
| Create webpages | (1/30/13) | (2/14/13) | (2/14/13) | Begun | 10 hours |
| Dividing tasks | (1/30/13) | (2/14/13) | (2/14/13) | Done | 1 hour |