**Date: 1/23, 2013**

**To: Mark Kochanski**

**From: Paul Kwon**

**Subject: Team iobypes Statues Report: 1/23 – 1/30**

**Project Status Summary**  Percent Complete: 20%

We held 2 PM meetings and, based on the information that company has gathered last week, we have decided to adopt the “scrum” method for our design and construction phase. We assigned each teams with 4 different topics to focus on: iOS, website, database, and project design. Project design team will be responsible for gathering feedback, from both the customer and other teams, to come up with project backlogs. Each team will sprint using those backlogs. Our team, BetaByte, will be focusing on website.

# Work Planed for Last Week

\* Research required resources for the project

\* Analyze the project to narrow down and clarify our goal

\* Set up GitHub to create online information and file sharing forum for teams

\* Determine overarching project goals

# Work Completed Last Week

\* Research required resources for the project

\* Analyze the project to narrow down and clarify our goal

\* Determine overarching project goals

# Work Planned For Next Week

\* Hand off PM positions within teams

\* Set up GitHub to create online information and file sharing forum for teams

\* Successfully adopt the “scrum” approach

# Open Issues

\* None

# Open Risks

\* No members of the database team has any background in database. The members will have to learn about it starting from today and this can be a potential risk that might delay our project schedule.

# Immediate Tasks

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tasks** | **Planned** | **Forecasted** | **Actual** | **Status** | **Cost** |
| Researching Requirements | 1/22/13 | 1/29/13 | 1/29/13 | Done | 10 hours |
| Dividing Tasks | 1/22/13 | 1/29/13 | 1/29/13 | Done | 2 hours |
| Researching - HTML | 1/30/13 | 1/5/13 | ? | Begun | 10 hours |