**Meetings, Status Reports & Project Management**

**for CIT Student Projects**

**Meetings:**

Please take minutes during meetings and email to supervisor within 2 days of meeting.

It should be brief (use bullet points) spend no more than 10 minutes on it.

**Project management**

[Teamwork.com](https://www.teamwork.com/) select ‘Teamwork Projects’ (free trial, after trial there’s a restriction to 2 projects & 100MB, so not a problem). Add your supervisor to the team so he/she can monitor progress. For gantt chart go to ***Projects | <select project> | tasks*** and press ‘***G’*** on keyboard. There’s a free app: [Android](https://play.google.com/store/apps/details?id=net.teamworkpm.phone) [IOS](https://itunes.apple.com/ie/app/teamwork-projects/id726473079).

**Status reports:**

The idea here is to allow the student and supervisor to see how the project is moving along versus the project plan and to spot and address any 'show-stoppers'. See the sample status report below.

The *“Items Completed…”* section should list the major 4 or so items completed. For group projects ONLY: there may be more than 4 or so items, also list the name(s) after each item.

The *"Items Planned..."* section is to show what's hoped will be completed by the next status report, it's not an issue if these items are not completed. Gantt chart Team (using the tool [Teamwork.com](https://www.teamwork.com/)) should be updated with any changes. Your gantt chart should show the planned time for each deliverable and underneath it the actual time it took. You can use project planning software, a spreadsheet application or online project planning application (see end of document)

IMPORTANT: The status report should be emailed to the supervisor by noon the day before the next meeting with the supervisor.

Please do NOT send the status report as an enclosure - just type it up in the body of the email.

It should be brief: spend 5-10 minutes MAXIMUM typing it up.

All Status reports should be included in an appendix at the end of the documentation handed up at project end.

For group projects one of the team gets individual status reports from the team and generates a combined status report from that.

**Sample Status report follows:**

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Subject: Status Report

ITEMS COMPLETED IN THE LAST WEEK:

1. I spent some time looking up some more websites to get ideas about my

project and began developing simple JSP's. e.g [www.visualbuilder.com](http://www.visualbuilder.com/) <tom, jerry>

1. I had to install jbuilder 6 on my machine because jbuilder7 couldn’t be

used to create JSP's or servlets. <batman, robin>

1. I put my database into Access and am currently trying to create a JSP to

connect to the database. <[Barry](http://en.wikipedia.org/wiki/Barry_Gibb), [Robi](http://en.wikipedia.org/wiki/Robin_Gibb)n,[Maurice](http://en.wikipedia.org/wiki/Maurice_Gibb)>

1. I spent some time reading my JSP books so as to gain a better understanding of JSP's, java beans and how to reuse code. <Snoop Dogg>

ITEMS PLANNED FOR THE NEXT TWO WEEKS:

1. To be connected to the database and be able to add and delete items.
2. Look more into security for my credit card pages.
3. I will spend time for having more ideas for the project and have an updated version of a walk through the project.

ISSUES:

None

For group projects only add the name(s) associated with  each item in angular brackets as shown in the above sample.