

Status Report

Yellow Group: R.I.S.E. Academy - Front-end

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| --- | --- |
| **Team Members** | Wai Chun (Daniel) Kwan​, Zixuan Lou​, Tyler McHugh​, Pardeep Kaur​, Jagdeep Singh |
| **Project Manager** | Tyler McHugh |
| **Report Week** | June 23, 2023 – July 6, 2023 |
| **Report Date** | July 7, 2023 |

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| --- | --- |
| **Overall Status Legend** | |
| **Green** | In progress on schedule |
| **Amber** | At risk to complete as scheduled; recovery plan in place |
| **Red** | Will not start/stop as planned; recovery plan required |

**Tyler McHugh Objectives:**

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| --- | --- | --- | --- |
| **Overall Status** | **Green  Amber  Red** | | |
| **Tasks** | **%** | **Status** | **Risks /Issues** |
| * Finalize meeting agenda * Prepare questions for the client * Begin creating the project charter * Organize the first and recurring meetings * Help compile meeting minutes | 100 | * Agenda was customized and finalized by Tyler, Daniel, Zixuan * Questions for the client were prepared and brought up at the meeting * Began the creation of the project charter using the example from previous phases * Meetings have been set for Wednesdays at 9am * Minutes completed and sent to client | We were unable to access the handoff packages prior to the meeting to prepare ourselves on what is left to be done. Client was able to find them during our meeting. |
| **Focus Next Week** |  | | |
| Read handoff packages, work on project charter, determine timelines | | | |

**Wai Chun (Daniel) Kwan Objectives:**

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| --- | --- | --- | --- |
| **Overall Status** | **Green  Amber  Red** | | |
| **Tasks** | **%** | **Status** | **Risks /Issues** |
| * Finalize meeting agenda * Help compile meeting minutes | 100 | * Agenda was customized and finalized by Tyler, Daniel, Zixuan * Minutes completed |  |
| **Focus Next Week** |  | | |
| Read handoff packages, work on project charter, determine timelines | | | |

**Zixuan Lou Objectives:**

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| --- | --- | --- | --- |
| **Overall Status** | **Green  Amber  Red** | | |
| **Tasks** | **%** | **Status** | **Risks /Issues** |
| * Finalize meeting agenda * Help compile meeting minutes | 100 | * Agenda was customized and finalized by Tyler, Daniel, Zixuan * Minutes completed |  |
| **Focus Next Week** |  | | |
| Read handoff packages, work on project charter, determine timelines | | | |

**Pardeep Kaur Objectives:**

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| --- | --- | --- | --- |
| **Overall Status** | **Green  Amber  Red** | | |
| **Tasks** | **%** | **Status** | **Risks /Issues** |
| Finalize meeting agenda | 0 | * No contributions since initial draft | Other group members are needing to take over tasks as they are not getting completed |
| **Focus Next Week** |  | | |
| Read handoff packages, work on project charter | | | |

**Jagdeep Singh Objectives:**

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| --- | --- | --- | --- |
| **Overall Status** | **Green  Amber  Red** | | |
| **Tasks** | **%** | **Status** | **Risks /Issues** |
| Finalize meeting agenda | 0 | * No contributions since initial draft | * Other group members are needing to take over tasks as they are not getting completed |
| **Focus Next Week** |  | | |
| Read handoff packages, work on project charter | | | |

**Project Level Risks:**  
No project level risks yet