

Status Report

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

|  |  |
| --- | --- |
| **Team Members** | Wai Chun (Daniel) Kwan​, Zixuan Lou​, Tyler McHugh​, Pardeep Kaur​, Jagdeep Singh |
| **Project Manager** | Tyler McHugh |
| **Report Week** | June 9, 2023 – June 15, 2023 |
| **Report Date** | June 16, 2023 |

|  |  |
| --- | --- |
| **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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Status** | **Green  Amber  Red** | | |
| **Tasks** | **%** | **Status** | **Risks /Issues** |
| Contribute to:   * Initial Client Email * Agenda for 1st client meeting | 100 | * Corrected issues with client email * Prepared an Agenda template |  |
| **Focus Next Week** |  | | |
| Modify the client email with specific project details | | | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Status** | **Green  Amber  Red** | | |
| **Tasks** | **%** | **Status** | **Risks /Issues** |
| Prepare the initial client email | 100 | * Prepared a draft of the client email |  |
| **Focus Next Week** |  | | |
| Help with agenda if required | | | |

**Zixuan Lou Objectives:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Status** | **Green  Amber  Red** | | |
| **Tasks** | **%** | **Status** | **Risks /Issues** |
| Prepare the initial client email | 100 | * Prepared a draft of the client email |  |
| **Focus Next Week** |  | | |
| Help with Agenda if required | | | |

**Pardeep Kaur Objectives:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Status** | **Green  Amber  Red** | | |
| **Tasks** | **%** | **Status** | **Risks /Issues** |
| Prepare the 1st client meeting agenda | 0 | * No progress yet |  |
| **Focus Next Week** |  | | |
| Prepare the initial draft for the meeting agenda | | | |

**Jagdeep Singh Objectives:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Status** | **Green  Amber  Red** | | |
| **Tasks** | **%** | **Status** | **Risks /Issues** |
| Prepare the 1st client meeting agenda | 0 | * No progress yet |  |
| **Focus Next Week** |  | | |
| Prepare the initial draft for the meeting agenda | | | |

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