

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 16, 2023 – June 22, 2023 |
| **Report Date** | June 23, 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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Status** | **Green  Amber  Red** | | |
| **Tasks** | **%** | **Status** | **Risks /Issues** |
| * Make project selections * Write team pitch * Modify client email * Send client email * Set an initial meeting | 100 | * Project selections and team pitch was sent to the professor * Email to client was sent and we have a meeting scheduled for Wednesday July 5th at 9AM |  |
| **Focus Next Week** |  | | |
| Prepare for first client meeting by reading hand-off packages, finalize meeting Agenda | | | |

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

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| --- | --- | --- | --- |
| **Overall Status** | **Green  Amber  Red** | | |
| **Tasks** | **%** | **Status** | **Risks /Issues** |
| * Help make project selections * Help with initial draft of Agenda if required | 100 | * Project selections were made |  |
| **Focus Next Week** |  | | |
| Prepare for first client meeting by reading hand-off packages, finalize meeting Agenda | | | |

**Zixuan Lou Objectives:**

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| --- | --- | --- | --- |
| **Overall Status** | **Green  Amber  Red** | | |
| **Tasks** | **%** | **Status** | **Risks /Issues** |
| * Help make project selections * Help with initial draft of Agenda if required | 100 | * Project selections were made |  |
| **Focus Next Week** |  | | |
| Prepare for first client meeting by reading hand-off packages, finalize meeting Agenda | | | |

**Pardeep Kaur Objectives:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Status** | **Green  Amber  Red** | | |
| **Tasks** | **%** | **Status** | **Risks /Issues** |
| Prepare the 1st client meeting agenda initial draft | 100 | * A basic draft for the agenda had been prepared |  |
| **Focus Next Week** |  | | |
| Prepare for first client meeting by reading hand-off packages, finalize meeting Agenda | | | |

**Jagdeep Singh Objectives:**

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| --- | --- | --- | --- |
| **Overall Status** | **Green  Amber  Red** | | |
| **Tasks** | **%** | **Status** | **Risks /Issues** |
| Prepare the 1st client meeting agenda initial draft | 100 | * A basic draft for the agenda had been prepared |  |
| **Focus Next Week** |  | | |
| Prepare for first client meeting by reading hand-off packages, finalize meeting Agenda | | | |

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