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| **Team Number: SE18-2S** | **Date: 31-Mar -2011** | |
| **Summary of work done since last report:**   1. **Project Plan has been completed.** 2. **Quality Plan and file naming structure have been completed.** 3. **Everyone started following the quality plan by producing Time Reports.** 4. **Team meetings were conducted and minutes were written.** | | |
| **Deliverables Started since last report:**   1. **Meeting Minutes** 2. **Cost Estimation & Risk Analysis** 3. **Quality Plan** | **Deliverables Complete since last report:**   1. **February meeting minutes** 2. **Project Plan** 3. **Users’ Requirements Specs** 4. **Quality Plan** | |
| **Effort Expended** | | |
| **Name of each Team Member** | **Hours** | **Brief Summary of Work** |
| **1. Maung Tin Kyaw Oo** | **2** | **Project Planning Review** |
| **2. Tran Ba Tien** | **36** | **Project Planning, User Requirement Gathering, Administration** |
| **3. Chang Parkk Khiong Alvin** | **18** | **Quality Planning, File Naming System, Project Plan Review, Formatting** |
| **4. Junaith** | **12** | **Meeting Minutes, SVN Testing** |
| **5. Koh Ming Jin Roger** | **17** | **Function Point Count, Effort Estimate, Use Case Modeling** |
| **6. Phyo Phyo Lwin** | **12** | **Project Plan Risk Analysis, Review, Requirement Specs Gathering** |

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| **Problems Encountered *(highlight any assistance you might need from your ISS advisor or other staff)*:**   * + **Distributing the work to team members according to their strengths and preferences.**   + **Communicating with client who is overseas.**   + **Keeping everyone informed of the project progress.** |
| **Plans for the Next Month:**   * + **Complete Use Case Model Survey**   + **Complete Use Case Realization Reports.**   + **Team meetings to ensure that everyone is following the plan.**   + **Regular communication with clients to keep them involved.** |