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| **Team Number: SE18-2S** | **Date: 28-Feb-2011** | |
| **Summary of work done since last report:**   1. **First draft of Users’ Requirements has been collected.** 2. **Second draft of domain understanding and additional Users’ Requirements has been collected at Vietnam by Ba Tien.** 3. **Project Planning and work breakdown structure has been done.** 4. **There has been some changes in team formation due to withdrawal from course.** 5. **Everyone has been assigned a role.** 6. **First draft of quality plan and the file naming system have been done.** | | |
| **Deliverables Started since last report:**   1. **Meeting Minutes** 2. **Project Planning / WBS** 3. **Users’ Requirements Draft** 4. **Users’ Requirements** | **Deliverables Complete since last report:**   1. **February meeting minutes** 2. **Project Planning / WBS** 3. **Users’ Requirements Draft** | |
| **Effort Expended** | | |
| **Name of each Team Member** | **Hours** | **Brief Summary of Work** |
| **1. Maung Tin Kyaw Oo** | **10** | **Project Planning / Quality Planning** |
| **2. Tran Ba Tien** | **24** | **Gathered users’ requirements at Vietnam** |
| **3. Chang Parkk Khiong Alvin** | **20** | **Drafting of project quality plan and file naming system** |
| **4. Junaith** | **8** | **Meeting Minutes** |
| **5. Koh Ming Jin Roger** | **10** | **Project Planning** |
| **6. Phyo Phyo Lwin** | **10** | **Project Planning** |

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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.**   + **Evaluating requirements to ensure it can be completed within schedule.** |
| **Plans for the Next Month:**   * + **Completing Project Plan and Quality Plan.**   + **Completing User Requirement Specs and have client signs off.**   + **Team meetings to ensure everyone understand the requirements, and clear up any uncertainties.** |