

Status Report for Singularity Software

Week 2 | Current state is green

Tasks completed last week

- Drafted Milestone 1 document
 - Layout, Executive Summary, and Introduction – KZ
 - Client Background and User/Stakeholder Description – AM
 - Product Overview and Features – RR
 - Current System and Solution Constraints – EV
- Met with client for introduction and to determine features
 - Scribes – KZ & EV
 - Questioners – AM & RR
- Researched languages/frameworks – SS
- Set up project management and version control software – AM

Tasks to be completed next week

- Meet with client – SS
- Meet with project manager and review milestone 1 document – SS
- Make final revisions to milestone 1 document – SS, by previous milestone assignment
- Choose language / framework – SS
- Begin work on milestone 2 document – SS, to be assigned

Key issues/problems

No issues are currently on the horizon; the team seems to be interacting and contributing well and fairly and the project feels on-track.

Weekly metrics

Team Member Name	Actuals from Previous Week	Variance for Last Week	Forecast Time for Upcoming Week	Totals to Date	Signature
Mullans	155	n/a	180	155	
Zimmerman	170	n/a	180	170	
Veatch	130	n/a	175	130	
Rodriguez	130	n/a	170	130	