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 |  |