

Weekly Brief for the Week #5

(27/03/2023 to 31/03/2023)

Meeting with the Client	No
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Sprint	2
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1. Current Status

- We received the confirmation about the meeting minutes #3 we sent to the client on 24/03/2023. Everything was correct and the minutes were approved.
- We also sent the client the '*PMIR – Project Management Intermediate Report*' that was also approved.
- For *Sprint 2*, we purposed the implementation of 14 user stories and sent a detailed list identifying each one. One more time this list was also approved by the client.
- We have already started working on the *Project Risk Register* for this week. As usual, we had a meeting with all team members during the week (Wednesday afternoon) where we discussed what were the project risks each member could identify.

2. Plans for the coming weeks

- Next week we won't meet with the client, although we will continue the development of *Sprint 2*. We plan to have the normal Wednesday afternoon meeting, where we will be doing a quality review of the work implemented.

3. Potential Risks

- As usual with every project we need to enforce some quality control that allows us to respect the best practices we choose. This way, we need to account for the time to do this when we look at project time management. Thus, we fear that the large scope of our project will lead to poor quality control which is something we don't want.