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**BE 605 – TWF Group 1 – Weekly Project Status Report #1**

Prepared by: Neha Pranadika Bommana (Human Resource Manager)

Date: June 7, 2021 Color Code**:**

**Main Activities This Week (1st June to 7th June):**

* Referred old links and discovered new links for Unit 1 of English for Grade 1 – Unit 1 Oral Communication Skills.
* On Wednesday, 2nd June, a meeting was organized to examine the project plan feedback and the necessary revisions were processed by the Change Management team.
* On Thursday, 3rd June, after the meeting with Mr. Fida, team gathered information and clarity on the expected content and URL’s.
* On Friday, 4th June, the first unit’s topics/sub-topics were allocated amongst the team members. All the links collected were gathered and consolidated in an excel sheet to track the progress, which was then sent to the Quality and Risk Management team.
* On Saturday, 5th June, the Quality Management team reviewed the links to check if they met all the requirements.
* On Monday, 7th June, the Project Manager examined and approved the documents. Further, the links will be posted to TWF website by the Communication Management team.

**Main Activities Next Week (8th June to 14th June):**

* On Wednesday, 9th June, a meeting will be conducted to analyze Professor's input and create a list of improvements that will be implemented by that the Change Management team.
* By Friday, 11th June, we will be locating materials for the Mathematics Grade 1-Unit 1.
* By Saturday, 12th June, the team would have received an update on the completion status along with Quality assurance check and Risk assessment.
* After Project Manager’s approval on Monday, 14th June, the approved links will be uploaded to the TWF website by the Communication Management team.

**Issues:**

The resources will be uploaded by next week on the TWF website once the Professor provides instructions to upload them.