

	<b>Weekly Team Task and Status Meeting Report</b>	Report #3
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<b>Team:</b> SimSolutions	<b>Meeting Date:</b> 2008/02/06
<b>Project Title:</b> Inertial Navigation Data Simulator	
<b>Team members present:</b> David E Smith Ryan Raub Mike Kasper	<b>On-time:</b> David E Smith Ryan Raub Mike Kasper

### Progress of Team Meetings

- a) last meeting(s): 2008/01/30
- b) next meeting(s): 2008/02/13
- c) There were two notable communication problems. An e-mail attachment failed to go through, so the team website was configured for posting large documents in lieu of sending them directly. Also, the team had difficulty arranging a time for a teleconference with the client. Both of these problems have been resolved.

### Last week's Tasks: Status

<b>Task Title:</b> Requirements / Execution Draft	<b>Task Initiation:</b> 2008/01/31	<b>Due Date:</b> 2008/02/02	<b>Status:</b> In Progress
<b>Who (%):</b> David (30%), Ryan (30%), Mike (40%)			
<b>Description:</b> A concise 6-15 page document detailing customer needs, functional requirements, and the plan for accomplishing the project. This document forms the legal basis for execution of the project. Once the client signs off on this document, both sides know and are bound by what is expected as a deliverable.			
<b>Outcome/Progress:</b> Behind schedule. Due date has been rescheduled for 02/07 due to problems getting the necessary information from the client. This information has been received and progress continues on schedule to meet the new deadline. Currently, all data for the document has been acquired, and the team is working on layout, formatting, and initial revision.			
<b>Task Eval:</b> In progress, behind schedule, on time to meet new deadline.			

### This week's Tasks: Work Plan

<b>Task Title:</b> Requirements / Execution Plan	<b>Task Initiation:</b>	<b>Due Date:</b> 2008/02/06	<b>Status:</b> Not Started
<b>Who (%):</b> David (%), Ryan (%), Mike (%)			
<b>Description:</b> A concise 6-15 page document detailing customer needs, functional requirements, and the plan for accomplishing the project. This document forms the legal basis for execution of the project. Once the client signs off on this document, both sides know and are bound by what is expected as a deliverable.			

<b>Task Title:</b> Design Review Presentation	<b>Task Initiation:</b>	<b>Due Date:</b> 2008/02/07	<b>Status:</b> Not Started
<b>Who (%):</b> David (%), Ryan (%), Mike (%)			
<b>Description:</b> Introduction to the project and its requirements. Fifteen-minute presentation on the team, the client, the problem, and the requirements a solution must meet.			

**Timeline check:**

- a) Team is behind schedule. Requirements and Execution Plan draft due date has been rescheduled to 02/07. Team is prepared to meet this new deadline.
- b) Website is active and current; still waiting for official web space from Dr Doerry.

**Other Problems / Other Issues:**

None at this time.