

	Weekly Team Task and Status Meeting Report	Report #4
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Team: SimSolutions	Meeting Date: 2008/02/13
Project Title: Inertial Navigation Data Simulator	
Team members present: David E Smith Ryan Raub Mike Kasper	On-time: David E Smith Ryan Raub Mike Kasper

Progress of Team Meetings

- a) last meeting(s): 2008/02/06
- b) next meeting(s): 2008/02/20
- c) No communication problems.

Last week's Tasks: Status

Task Title: Requirements / Execution Draft	Task Initiation: 2008/01/31	Due Date: 2008/02/02	Status: Complete
Who (%): David (30%), Ryan (30%), Mike (40%)			
Description: 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.			
Outcome/Progress: Behind schedule. Due date was rescheduled for 02/07 due to problems getting the necessary information from the client. Task is complete. Extended deadline was met successfully.			
Self Task Eval: Task complete, on time to meet extended deadline, satisfactory work.			

Task Title: Design Review Presentation	Task Initiation: 2008/02/07	Due Date: 2008/02/07	Status: Complete
Who (%): David (25%), Ryan (40%), Mike (35%)			
Description: Introduction to the project and its requirements. Fifteen-minute presentation on the team, the client, the problem, and the requirements a solution must meet.			
Outcome/Progress: Completed on time.			
Self Task Eval: Task complete, excellent work overall. Slides and minor nervous habits could be improved upon.			

This week's Tasks: Work Plan

Task Title: Requirements / Execution Plan	Task Initiation: 2008/02/07	Due Date: 2008/02/06	Status: In Progress
Who (%): David (50%), Ryan (25%), Mike (25%)			
Description: 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.			
Outcome/Progress: Behind schedule. Due to delays in preparing the draft, the final document is behind schedule as well. The sponsor has provided important revision information, and these revisions are being completed. Still waiting for comments from the mentor.			
Self Task Eval: Behind schedule, waiting for mentor comments.			

Task Title: Design Specification Draft	Task Initiation:	Due Date: 2008/02/18	Status: Not Started
Who (%): David (%), Ryan (%), Mike (%)			
Description: A concise 5-15 page document detailing how the software will be built and designed, including all classes, methods, etc. Includes enhanced timeline. A technical reader should get clear feeling that the implementation is well in-hand and on track to success.			

Timeline check:

- a) Team is behind schedule. Final Requirements and Execution Plan awaiting mentor comments. Other tasks are on time.
- b) Website is active and current; still waiting for official web space from Dr Doerry.

Other Problems / Other Issues:

None at this time.