Weekly Status Report

Group Name: Project X
Team Members: List of Students

Week Ending 01/21/95

1 Group Meeting

- Give this past week's group meeting agenda.
- Give action items for next week, including person responsible for item.

2 Planned Accomplishments

- New item: give internal deadline for deliverable (date and time). Give status of deliverable as of internal deadline (e.g. ready for proofreading, missing modules X, missing diagrams).
- Completed the project descriptions for the semester projects. (4 hrs)
- Grouped the students into groups and distributed the project descriptions. (1 hr)

3 Other Accomplishments

- Evaluated the abilities of database package. (1/2 hr)
- Investigated the operating environment for project platform.

4 Next Week's Plan

- Meet with customer (1 hr)
- Complete project plan deliverable

5 Issues

- Need to start looking into domain information
- Establish communication model with customer