

Week Ending 8/15/2014

Attendance

| Name | Role | Organization | Present (Y/N) |
|--------------------|----------------|-------------------|---------------|
| Kumar Kuntipuram | TPM | Leidos | Y |
| Sherri De Coronado | GS | CBIIT | N |
| Gilberto Fragoso | SME | CBIIT | Y |
| Bob Dionne | Subcontract PM | Dionne Associates | Y |
| JJ Pan | GPM | CBIIT | Y |
| Tin Tran | QA | Leidos | Y |

Action Items

Create Project Plan

| # | Assigned | Description | Date Identified | Due Date | Date Completed | Comments | Status |
|---|----------|---|-----------------|-----------|----------------|---|--------|
| 1 | Dionne | Create initial project plan | 7/23/2014 | 8/1/2014 | 8/1/2014 | 8/14/2014: Received initial plan. Reviewing it. | Closed |
| 2 | JJ Pan | Sent link to ARC request form to the team | 8/15/2014 | 8/22/2014 | | | Open |
| 3 | Kumar | Review and provide feedback to the project plan | 8/11/2014 | 8/22/2014 | | | Open |

Progress

| Area of Interest | Details |
|------------------|---|
| Wiki | Updated Project Status Wiki |
| QA | Provided project documents to create test plans |
| Dev | Ported code from SVN to GitHub |

JIRA Issues

| Issue Number | Description | Status |
|--------------|-------------|--------|
| | | |
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Project Plan Changes

| # | Description | Due Date | Resources | Notes | Risks | Mitigation |
|---|-------------|----------|-----------|-------|-------|------------|
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Planned Activities

| Area of Interest | Details |
|------------------|---------|
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Risks, Issues, Dependencies

Risks, Issues & Dependencies