Week Ending 10/03/2014

Attendance

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

Action Items

Create Project Plan

#	Assigned	Description	Date Identified	Due Date	Date Completed	Comments	Status
1	Kumar	Upload Project Plan to P6	9/10/2014	9/19/2014	9/22/2014	9/15/2014: Submitted ticket to P6 team	Closed
2	Kumar	Submit Mod to contracts for cost extension	9/15/2014	10/20/2014		9/18/2014: Completed mod document; need clarification on scope from stakeholders; will address it during status meeting. 10/3/2014: Mod with contracts, awaiting execution	In Progress

Progress

Area of Interest	Details
Wiki	Updated Project Status Wiki
Protégé QA	Test plan being developed
JIRA	Reviewing JIRA tickets

JIRA Issues

Issue Number	Description	Status

Project Plan Changes

#	Description	Due Date	Resources	Notes	Risks	Mitigation

Planned Activities

Area of Interest	Details
QA	Complete Protégé test plan and cases

MOD	Submit cost mod to the contracts

Risks, Issues, Dependencies

Risks, Issues & Dependencies