

Week Ending 10/17/2014

Attendance

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

Action Items

Create Project Plan

#	Assigned	Description	Date Identified	Due Date	Date Completed	Comments	Status
1	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 10/7/2014: Mod with vendor for providing proposal 10/16/2014: Received proposal and being reviewed	In Progress
2							

Progress

Area of Interest	Details
Wiki	Updated Project Status Wiki
Protégé QA	Test plan being developed
Project Plan	Received updated project plan

JIRA Issues

Issue Number	Description	Status

Project Plan Changes

#	Description	Due Date	Resources	Notes	Risks	Mitigation

Planned Activities

Area of Interest	Details
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QA	Complete Protégé test plan and cases
MOD	Submit cost mod to the contracts

Risks, Issues, Dependencies

[Risks, Issues & Dependencies](#)