

# Week Ending 1/09/2015

## 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	Submit Mod to contracts for cost extension	9/15/2014	11/14 /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  10/23/2014: Mod on hold until details of adding Stanford resources are worked out	In Progress
2	Bob Dionne	Provide additional task and assignment write up for the mod	1/8/2015	1/12 /2015			In Progress
3	Kumar Kuntipuram	Update SOW with new tasks and submit for mod	1/8/2015				Open
4	JJ, Kumar	Verify status of production tech stack upgrade	1/8/2015				Open

## Progress

Area of Interest	Details
Wiki	Updated Project Status Wiki
Protégé QA	Stage Testing completed
Production	Will be setup by Jan 16

## JIRA Issues

Issue Number	Description	Status

## Project Plan Changes

#	Description	Due Date	Resources	Notes	Risks	Mitigation

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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](#)