Week Ending 2/6/2015

Attendance

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

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	Kumar Kuntipuram	Update SOW with new tasks and submit for mod	1/8/2015			1/14/2015: Received additional task information and corresponding personals for the mod. Currently being evaluated 1/28/2015: Started work on mod documents	In Progress
3	JJ, Kumar	Verify status of production tech stack upgrade	1/8/2015			1/28/2015: Awaiting systems to update server	Open

Progress

Area of Interest	Details
Wiki	Updated Project Status Wiki
Production	Awaiting systems input
Mod	Mod documents being worked on

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