

# Week Ending 2/20/2015

## 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	
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	2/18/2015	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  2/18/2015: Initial mod to be executed to continue work as bringing Stanford on board will take time. This is being tracked on another action item.	Closed
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
4	Kumar Kuntipuram	Work with QA and dev to explore possibilities of automation and CI for Protégé.	2/5/2015			2/12/2015: Provided QA with Protégé application to run and familiarize. QA also exploring tools for desktop application automation.	In Progress

## 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](#)