

Week Ending 3/20/2015

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
Tin Tran	QA	Leidos	Y
Sichen Liu	GPM	CBIIT	Y

Action Items

Create Project Plan

#	Assigned	Description	Date Identified	Due Date	Date Completed	Comments	Status
1	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
2	Gilberto, Kumar	Verify status of production tech stack upgrade	1/8/2015			1/28/2015: Awaiting systems to update server 3/5/2015: Upgrade proceeding	In Progress
3	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. 3/6/2015: QA continuing to explore available tools for desktop applications.	In Progress

Progress

Area of Interest	Details
Wiki	Updated Project Status Wiki
Production	Awaiting systems input
Mod	PR approved and mod sent to Vendor for signature

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](#)