

Week Ending 10/8/2015

Attendance

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

Action Items

Create Project Plan

#	Assigned	Description	Date Identified	Due Date	Date Completed	Comments	Status
1	Gilberto	Provide funding information for QA and TPM for support until December 2015	6/22/2015			7/15/2015: Kumar Provided budget needed for TPM and QA support 7/27/2015: Will set up a meeting with Gilberto to go over TPM tasks 8/14/2015: Scheduled meeting for 8/21/2015 to discuss TPM roles and responsibilities	In Progress
2	Bob Dionne	Finalize JIRA items for Protégé 1.5.1	8/7/2015	9/18/2015	9/18/2015	10/8/2015: Items finalized and approved	Closed
3	Reza	Complete Protégé 1.5.1 test scripts	9/28/2015	10/16/2015		10/8/2015: Started writing testing scripts	

Progress

Area of Interest	Details
Wiki	Updated Project Status Wiki
Protégé 1.5	Production deployment completed
QA	Protégé 1.5.1 testing plan submitted and approved
Protégé 5	Initial tasks continuing
Protégé 1.5.1	Development continuing

JIRA Issues

Issue Number	Description	Status

Project Plan Changes

#	Description	Due Date	Resources	Notes	Risks	Mitigation

Planned Activities

Area of Interest	Details
QA	Complete scripts for Protégé 1.5.1
Dev	Complete Protégé 1.5.1 development
Protégé 1.5.1	Deploy to production

Risks, Issues, Dependencies

[Risks, Issues & Dependencies](#)