

Week Ending 3/4/2016

Attendance

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

Action Items

Create Project Plan

#	Assigned	Description	Date Identified	Due Date	Date Completed	Comments	Status
1	Reza	Start exploring ways to automate Protégé 5 testing	11/30/2015			12/1/2015: Held a meeting with dev team and QA to discuss approach. Will continue trying out tests. 2/8/2016: QA testing tools for automation	In Progress
2	Bob	Provide detailed project plan with milestone dates after getting his subs input	1/4/2016			3/1/2016: Received initial plan without milestones dates. Have requested the project plan be updated with more details to enable proper project planning.	In Progress

Progress

Area of Interest	Details
Wiki	Updated Project Status Wiki
Protégé 5	Started initial development work
Resource	Vendors new resource started work on the project.

JIRA Issues

Issue Number	Description	Status

Project Plan Changes

#	Description	Due Date	Resources	Notes	Risks	Mitigation

Planned Activities

Area of Interest	Details
QA	Work with Dev to automate Protégé 5.0 testing. Also figure out Continuous integration
Dev	Continue Protégé 5.0 development

Risks, Issues, Dependencies

Risks, Issues & Dependencies