

# Week Ending 5/6/2016

## 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      |          | 4/29/2016      | 12/1/2015: Held a meeting with dev team and QA to discuss approach. Will continue trying out tests.<br><br>2/8/2016: QA testing tools for automation<br><br>5/6/2016: Using HP-UFT for automation  | Closed |
| 2 | Bob      | Provide detailed project plan with milestone dates after getting his subs input | 1/4/2016        |          | 5/6/2016       | 3/1/2016: Received initial plan without milestones dates. Have requested the project plan be updated with more details to enable proper project planning.<br><br>5/6/2016: Was provided updated plan. The plan is a living document and will continue to be updated on a regular basis | Closed |

## Progress

| Area of Interest | Details   |
|------------------|---|
| Wiki             | Updated Project Status Wiki                     |
| Protégé 5        | Continuing development work                     |
| QA               | Continuing testing Protégé 5 completed modules. |

## 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. |
| Dev              | Continue Protégé 5.0 development               |

Risks, Issues, Dependencies

[Risks, Issues & Dependencies](#)