

Weekly Status Report

Dates: September 4 - September 6, 2007

Team Members: Afua Gyasi, , Kim Monti, Matthew Mariani, Rahel Woldehanna

Our Current Situation

The teams meet to discuss team communication methods, norms and the SME questions.

Accomplishments

Initial communication methods were established.

- Pbwiki and Google doc will be used as team page
- skype will be reviewed

Preliminary tasks was divided

- Wiki Tech support – Mathew Mariani
- Skype support and Meeting facilitator – Kim Monti
- Minutes -- Kim Amin
- Status Report – Rahel Woldehanna
- Categorize SME questions -- Afua Gyasi

Established team meeting time for the first two weeks

- Tuesday and Thursday 10:00- 12:00 pm

SME questioned revised

Action Items

Organize wiki page

Categorize SME questions for Thursday review

Test Skype

Build on team norms, ground rules, skills, and roles & responsibilities

SME questions will be send to the client by noon on Friday