

Weekly Status Report

Dates: September 11 – September 14

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

Our Current Situation

The team is analyzing information given by the SMEs to understand their needs, barriers and limitations so that the team will present plausible solutions. (Performance analysis).

Accomplishments

Finalized team norms and ground rules

Roles were established. It will be revisited in a month.

Project Coordinator/Meeting Facilitator—Kim M.

Client Liaison—Afua G.

Scribe—Kim A.

Technical Support—Matthew M.

Quality Control—Rahel W.

Preliminary outline of Project website was designed.

Homepage (Vision/Mission)

Team Meetings (Agenda, Minutes, Status Report, Planning Calendar)

Teams (Roles, Ground Rules, Portfolios)

Deliverables (Performance Analysis, Needs Analysis, ..)

Resources (Link to TTAC and other resources)

Created a concept map of possible solutions

SME staffs were contacted to get copies of their presentation, understand their preference of communication method and contact information.

Action Items

Develop questions and ideas based on the concept map

Reorganize concept plan

Prepare additional SME questions to get clarification

Past projects (2003- 2006) needs analysis will be summarized by Kim M, Kim A and Rahel W.