November 9, 2011

To: John Tanik, CS360 Professor

From: Honore Hodary, CS360 Project Manager

Subject: Progress Report

I am sorry to inform you that we have not made significant progress since our last PowerPoint presentation in class. In fact, after our presentation, we got together only once, and we decided during that meeting to make some changes to the functional requirements, application architecture, and design matrix based on the feedbacks that we received from you and other students. As the team leader and system analyst, I was responsible to make changes to the application architecture, the FRs/DPs, Gantt chart, and update the concept map. Nate Gough who is my assistant was in charge of updating the design matrix to reflect the changes that I made to the functional requirements. I also put Chen Lin and Ronald Girardot in charge of working on QFD and PMP respectively during that meeting.

As I am writing this memo, I fulfilled all my responsibilities regarding the changes that we agreed to make during our last meeting. For instance, I updated the concept map; I made some changes that were needed to the application architecture, the FRs/DPs, and the Gantt chart. Nate Gough who was supposed to update the design matrix never did it. In fact, he is no longer part of our team. He decided to drop out of the class (CS 360) for some personal reasons that I do not know. Chen Lin who is in charge of the QFD emailed me last night to inform me that she is still working on the QFD; she should get it ready by noon today. I did not get any update from Ronald Girardot regarding the PMP. He was tasked to work on the PMP since he joined our team and it seems like he is not doing anything.

To deal with all the above issues that our team is facing, I decided to consult with Chen Lin today after class and decide what to do next. Based on the urgency of the matter, I believe that the only way out of this will be to take over Nate Gough and Ronald Girardot’s roles and get the project back on track. This task will not be easy for us (Chen and I), since we have many other responsibilities beside this class, but it is still possible to get back on track by the end of this week if we work hard. Thank you in advance for your understanding and help.

Honore Hodary

CS 360 Project Leader