Project Status Meeting Minutes

PROJECT:	ENOVIA MatrixOne – IBM Development & Support Services
PROJECT PHASE:	Select Phase
MEETING DATE:	Click here to enter a date.
MEETING NUMBER:	3 or 4 ???
PREPARED BY:	Mike McCormick, MPCS
DATE SUBMITTED:	Click here to enter a date.
COPIES TO:	

These Meeting Minutes, copies of which have been furnished to all interested parties as shown, sets forth an understanding of all comments and decisions made during this meeting. The Team will proceed in reliance upon the decisions and statements set forth below. If there are any discrepancies or misunderstandings, the parties are directed to bring them to our attention in writing (with copies to all parties who receive these meeting minutes) within five (5) days. If not, kindly enter this in your files as an accurate record of the above proceedings.

PROJECT MILESTONES

Milestone	Priority	Start Date	End Date	Actual Date	Closed Status
IBM SOW	1	12/27/2010	1/3/2011	1/3/2011	Closed
Project Management Plan	1	1/3/2011	1/7/2011	1/12/2011	Open
Document Security Model Task	1	1/3/2011	Click here to enter a date.	Click here to enter a date.	Open
Label Discrepancies Task	2	1/3/2011	Click here to enter a date.	Click here to enter a date.	Open
Dashboard & Reporting Task	3	1/3/2011	Click here to enter a date.	Click here to enter a date.	Open
Enterprise Integration Task (MS Project & Primavera)	4	1/3/2011	Click here to enter a date.	Click here to enter a date.	Open
Ad hoc Support Task	5	1/3/2011	Click here to enter a date.	Click here to enter a date.	Open
Add Milestone	Select Level	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Open
Add Milestone	Select Level	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Open

Priority Level: 1 Highest, 5 Lowest

PROJECT TEAM MEMBERS

Team Member	Organization	Role	Attended Y/N	On-site	Off-Site
Mike McCormick	MPCS	PMO Lead	Yes	Yes	No
John Doe	IBM	PM	Yes	No	Yes
Client	XYZ	Sponsor	Yes	Yes	No
Select Member	Select		Select	Select	Select
Select Member	Select		Select	Select	Select
Select Member	Select		Select	Select	Select

Red = high risk	
Yellow = not late, but urgent	
No color = identified and tracking	
Green = closed	

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Note: ACTION Column Abbreviations: (Add any others as required) MM – Mike McCormick, IBM – International Business Company, C – Client

ITEM #	ACTION	STATUS	DUE DATE	DESCRIPTION
Project Category:				**IBM - Project Management Task**
1.01	IBM	**Open Rejected & Late**	1/7/2011 Resubmitted 1/19/2011	**Issue: Project Plan** ⇒ 1/11/2011 - John Doe emailed revised schedule in Excel format. SOW requires MS Project format. Schedule was rejected by Client. Per the SOW IBM will deliver the following: **IBM Project Plan** is a written document prepared by IBM, and approved and signed by Client's Contract Officer Representative, containing at least the following information stipulated for such document. ● Hierarchal structure of tasks to be completed under this PCR ● Details of work breakdown structure denoting dependencies between tasks and schedule ● Assignment of tasks to resource and duration The plan will be created using MS Project and delivered to the Client Project Manager within five (5) working days following Client's Contracting Officer's authorization of the work identified under this Scope of Work. ⇒ 1/12/2011 – John Doe with IBM to resubmit Project Plan within 5 business days. ⇒
1.02	IBM	**Open Rejected & Late**	1/7/2011	**Issue: Weekly Reports** ⇒ 1/9/2011 - Report #1 submitted was in PowerPoint format, which is not in accordance with SOW, submitted past the due date and content was unacceptable. Resubmit per SOW below: The weekly report will track the submission, status and resolution of ERs, CMRs and PMRs associated with software defects. The report, estimated to be up to 10 pages long, will consist of the following, as appropriate: ●Description of Suspected Defect ●Date Reported ●ER#, CMR # or PMR # Assigned ●Date ER, CMR or PMR Entered ●PMR Severity ●Action log detailing actions taken and current status ●Estimated Resolution Date ●Resolution Status Summary ●Actual Resolution Date ●Delivery Mechanism for Fix IBM will deliver one copy of this document in **MS Excel format**. **Issue: Weekly Reports** ⇒ 1/14/2011 Resubmission due date for Report #1. ⇒ Click here to enter a date.
1.03	**IBM**	**Open**	1st Report 2/1/2011	**Issue: Monthly Report** ⇒ Click here to enter a date. Description

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				⇒ Click here to enter a date. Description
1.04	Select Member	**Open**	Click here to enter a date.	**Issue Title Here**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
Project Category				**IBM - Document Security Model Task**
2.01	IBM	**Open**	Click here to enter a date.	**Issue: Security Data Model**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
2.02	IBM	**Open**	Click here to enter a date.	**Issue: People & Organization Data Model Overview**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
2.03	IBM	**Open**	Click here to enter a date.	**Issue: People & Organization Data Model Diagram**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date.
2.04	Select Member	**Open**	Click here to enter a date.	**Issue Title Here**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
Project Category				**IBM - Label Discrepancies Task**
3.01	IBM	**Open**	Click here to enter a date.	**Issue: Label Discrepancies**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
3.02	IBM	**Open**	Click here to enter a date.	**Issue: Foreign Address Input**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
3.03	IBM	**Open**	Click here to enter a date.	**Issue: Label Heading Architecture**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
3.04	Select Member	**Open**	Click here to enter a date.	**Issue Title Here**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
Project Category				**IBM - Dashboard and Reporting Task**
4.01	IBM	**Open**	Click here to enter a date.	**Issue: Dashboard & Reporting**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
4.02	IBM	**Open**	Click here to enter a date.	**Issue: Real-time Dashboard Capability Report**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
4.03	IBM	**Open**	Click here to	**Issue: Data Reporting Requirement Document**

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			enter a date.	⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
4.04	Select Member	**Open**	Click here to enter a date.	**Issue Title Here**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
Project Category				**IBM - Enterprise Integration Task**
5.01	IBM	**Open**	Click here to enter a date.	**Issue: Enterprise Integration**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
5.02	IBM	**Open**	Click here to enter a date.	**Issue: Enterprise Interface Requirements Document**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
5.03	IBM	**Open**	Click here to enter a date.	**Issue: Enterprise Architecture Document**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
5.04	Select Member	**Open**	Click here to enter a date.	**Issue Title Here**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
Project Category				**Onsite Contractor Support**
6.01	Select Member	**Open**	Click here to enter a date.	**Issue Title Here**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
6.02	Select Member	**Open**	Click here to enter a date.	**Issue Title Here**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
6.03	Select Member	**Open**	Click here to enter a date.	**Issue Title Here**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
6.04	Select Member	**Open**	Click here to enter a date.	**Issue Title Here**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
Project Category:				**(Client Name Here)**
7.01	Select Member	**Open**	Click here to enter a date.	**Issue Title Here**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description
7.02	Select Member	**Open**	Click here to enter a date.	**Issue Title Here**
				⇒ Click here to enter a date. Description
				⇒ Click here to enter a date. Description

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ITEM #	ACTION	STATUS	DUE DATE	DESCRIPTION
7.03	Select Member	**Open**	Click here to enter a date.	**Issue Title Here** ⇒ Click here to enter a date. Description ⇒ Click here to enter a date. Description
7.04	Select Member	**Open**	Click here to enter a date.	**Issue Title Here** ⇒ Click here to enter a date. Description ⇒ Click here to enter a date. Description
Project Category:				**SOW Modifications (Mod)**
8.01	Select Member	**Open**	Click here to enter a date.	**Issue Title Here** ⇒ Click here to enter a date. Description ⇒ Click here to enter a date. Description
8.02	Select Member	**Open**	Click here to enter a date.	**Issue Title Here** ⇒ Click here to enter a date. Description ⇒ Click here to enter a date. Description
8.03	Select Member	**Open**	Click here to enter a date.	**Issue Title Here** ⇒ Click here to enter a date. Description ⇒ Click here to enter a date. Description
8.04	Select Member	**Open**	Click here to enter a date.	**Issue Title Here** ⇒ Click here to enter a date. Description ⇒ Click here to enter a date. Description
Project Category:				**New Issues**
9.01	Select Member	**Open**	Click here to enter a date.	**Issue Title Here** ⇒ Click here to enter a date. Description ⇒ Click here to enter a date. Description
9.02	Select Member	**Open**	Click here to enter a date.	**Issue Title Here** ⇒ Click here to enter a date. Description ⇒ Click here to enter a date. Description
9.03	Select Member	**Open**	Click here to enter a date.	**Issue Title Here** ⇒ Click here to enter a date. Description ⇒ Click here to enter a date. Description
9.04	Select Member	**Open**	Click here to enter a date.	**Issue Title Here** ⇒ Click here to enter a date. Description ⇒ Click here to enter a date. Description

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Issue Instructions:

(Delete instructions from your report and save the report with a new file name, keeping this template in tack.

Issues: Update each issue accordingly with the update "date" and information. High light the previous "Issue" details text to gray (change text color from black to gray #4 dark tones), and leave until Issue is closed. Each week only the current update text is black. This will highlight the current issue from the old information making it easier to read the meeting minutes.

Closed Issues: When an issue is "Closed" high light the text to gray (change text color from black to gray) and leave in the meeting minutes for one week to create an historical record and then delete the issue if Issue is no longer important.

Issue Status: In the Status column, highlight the cell the appropriate color in accordance with the Status Legend in the footer of the document.

END OF MEETING MINUTES

The next Project Meeting is scheduled for:

Day & Date: Click here to enter a date.   **Time:**   **9 AM**

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