

# Weekly Status Report

*Week Ending: 01/26/10*

*Distribution: Kester Cockrell, Britt Misra and Henry Freeman*

*Prepared by: Kester Cockrell*

## Progress

Milestone	Description	Due Date	% Complete	Comments
Jump Pages	For Assignments	01/26/10	50%	Work in progress
Portal Site	twogirlsaguy.blogspot.com	01/19/10	50%	Work in progress
Project Proposal	For Atlanta Dances	01/26/10	100%	Need to update schedule
Project Plan	Communication Terms	01/26/10	100%	n/a

## Action Items (work on this week)

Action Item	Description	Due Date	Owner	Comments
Client Schedule	Update deadlines	01/27/10	Kester	Will email to all
Email Client	For Critical Items needed this week.	01/28/10	Kester	Logo, main imagery, needs to purchase content manager
Comparative Analysis	philadelphiadance.org	01/29/10	Henry	Put in correct format
	dancenyc.org	01/29/10	Kester	Put in correct format
	atlantaperforms.org	01/29/10	Henry	Put in correct format
	atlantaplanit.com	01/29/10	Britt	Do and put in correct format
Team Appraisal	Each member & yourself	01/29/10	All	Drop in eclass
User Research	Target audience research Interviews, Survey Card Sorting, etc	01/29/10	All	Email to team
Business Requirements	Brand, Technical, Content, Audience, etc.	01/29/10	Brit	Refer to 1 <sup>st</sup> UX Design Class & Current class slides for example.

Prioritized Requirements	Criteria for what gets designed and built	01/29/10	Kester	Refer to 1 <sup>st</sup> UX Design Class & Current class slides for example.
Personas & Scenarios for each	Senior citizen who has seen the classics and looking for more contemporary works.	01/29/10	Kester	Use interview and/or surveys, etc. Follow Razorfish example.
	30 something parent who wants their children to see the classics.	" "	Britt	" "
	Student who wants to use the site's resources to find auditions, network, etc.	" "	Henry	" "
Site Map	Hierarchy of site content	" "	Henry	Refer to 1 <sup>st</sup> UX Design Class & Current class slides for example.
Process Flow	Map the interaction flow	" "	Britt	Refer to 1 <sup>st</sup> UX Design Class & Current class slides for example.
Wireframes	For each page on the site	" "	Kester	" "

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***Additional Notes:***

***First drafts are due to team members this Friday. We need to have plenty of time for reviewing each other's work and editing what need it over the weekend. Final draft is due on Tuesday. This is a really big week of assignments.***

***Let's all email each other what we think the navigation should be and agree before we start site map, process flow and wireframes.***