Project Objectives

• What the objectives of the project?
• Why is it useful/important?
• What are the hard bits?
• How will you know it has succeeded?
Project schedule

• What is your development schedule?
  – With dates!

• How is the project broken down?
  – Who is doing what?
Current Status

• Where are you now?
  – What’s working?
  – What’s being worked on?
  – What’s not started yet?
  – Are you on schedule?
Issues encountered

• What have you encountered that is harder than you expected?
  – Technical or conceptual problems
  – Social/work process problems
  – Things you don’t quite understand/would like advice on