Weekly Report

JOHN IRISH

Week of 17/09/12 through 21/09/12

No.	Date	Task	Action(s) Taken	Results
1	17/9/12	Prepare for Weekly Meeting	1. Prepare Draft Agenda 2. Collect electronic copies documents to be discussed 3. Compile documents into PDF Portfolio 4. Distribute document portfolio to group	All documents ready and available for Weekly Meeting
2	17/9/12	Unibank Assessment	1. Follow up with Christine at Unibank re updated network diagrams	Documents not ready. Christine needed more time
3	18/9/12	PowerPoint Presentation	1. Prepared Power Point Presentation for Meeting with OAS Rep	Presentation ready for meeting
4	18/9/12	Unibank Assessment	2. Follow up with Christine at Unibank re updated network diagrams	Documents not ready. Christine needed more time
5	19/9/12	Meeting w/ OAS Representative	1. Attended meeting with OAS Rep at Galerie Marassas 2. Made PowerPoint Presentation on MHD Education Services	OAS Rep was pleased with Presentation and agreed to assist
6	20/9/12	Unibank Assessment	1. Consulted Christine on; a. Remote Access b. Network Diagram	1. Unibank Mgmt decided that remote access will be given after SynCon arrives 2. Network Diagram to be reviewed by mgmt before it can be released

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7	21/9/21	Draft 90-Day Game Plan	1. Developed Draft of Game Plan 2. Discussed contents of Game Plan with Datacenter Team 3. Forwarded Draft of Game Plan to Claude and George	Plan available for discussion at next Weekly Meeting