

Team Name: KLEMP

Report Number: 16

Reporting Week: 16

Summary of work completed in prior week:

Finalize any tasks that we had in the team to do list, organize all of our files and upload them accordingly such as the weekly reports, documentation, 360 tour videos, etc.

Summary of work planned for next week:

Present our project.

Open issues and action plan to resolve them:

None to report

Project management summary

Team member	Tasks completed	Hours worked for week	Total hours
Amanda	Reports, documentation, testing	1	16
Odin	Testing site	1	16
Megan	Testing site	1	16
Nikolai	Testing site	1	16
Joseph	Testing site	1	16

Meeting summary

We've had several. Short discord calls throughout the week with varying attendance. We mainly would meet to quickly discuss what to do next, then add notes to our team to do list in the Discord chat.