

**Team Name: KLEMP**

**Report Number: 1**

**Reporting Week: 1**

**Summary of work completed in prior week:**

**Picked out project to be virtual campus and I will be the team reporter, Megan will make a google calendar that we can schedule time on, Odin will make the GitHub repository.**

**Summary of work planned for next week:**

**Gather requirements and info for virtual campus.**

**Open issues and action plan to resolve them:**

**None to report**

### **Project management summary**

<b>Team member</b>	<b>Tasks completed</b>	<b>Hours worked for week</b>	<b>Total hours</b>
<b>Megan</b>	<b>Create google calendar</b>	<b>1</b>	<b>1</b>
<b>Amanda</b>	<b>Created Discord Server for group</b>	<b>1</b>	<b>1</b>
<b>Odin</b>	<b>Created GitHub Repository</b>	<b>1</b>	<b>1</b>

### **Meeting summary**

Megan, Amanda, Odin, and Joseph all meet over discord voice chat to discuss which project we'd like to move forward with. Nikolai was unable to attend but was updated and shared his input later on.

Jan 14, 3-4 pm