Team Name: KLEMP

Report Number: 2

Reporting Week: 2

Summary of work completed in prior week:

Emailed OIT regarding website hosting. Met in person and discussed project details such as where to start and what we need to do. Created a zoom meeting room to refer to for meeting with the 'client'.

Summary of work planned for next week:

We plan to meet after the meeting this Friday to work on requirements, divide up the work evenly, and begin working on the outline of the 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, discuss question for upcoming lecture	1	2
Odin	Email OIT, discuss question for upcoming lecture	1	2
Megan	Discuss question for upcoming lecture	1	2
Nikolai	Discuss question for upcoming lecture	1	1
Joseph	Discuss question for upcoming lecture	1	1

Meeting summary

Members periodically chatted on the discord server about what to ask the professor in the upcoming Q and A lecture. No definitive meeting.