

Team Name: KLEMP

Report Number: 4

Reporting Week: 4

Summary of work completed in prior week:

Our team met with the client and asked questions about the project, we gathered information and wrote down the discussion questions to ask the client at our meeting on Monday in a Google Doc shared with everyone in the group folder. We also got a basic website up and running with a few directories to the different requirements for the site.

Summary of work planned for next week:

We'd like to make the team website better looking overall and break down the front end requirements needed for 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, recorded info during meeting	1	4
Odin	Asked questions in meeting	1	4
Megan	Recorded info during meeting	1	4
Nikolai	Recorded info during meeting	1	3
Joseph	Recorded info during meeting	1	3

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, mainly due to two group members being sick throughout the week.