**COMS 4913 - Capstone I Weekly Report**

**Team Name: 404**

**Member Names: Alexander McCutcheon, Braden Prather, Nathan Gilbert**

**Project Title: Baz To-Go**

**Today’s Date: 9/10/2023**

**Week Number: 1 (From: 9/3/23 To: 9/10/2023)**

**Monthly Milestone – Learn Android Studio and begin research on other necessary components.**

**Team Meetings:**

Meeting 1

**Date and Time:** 09/05 From 1:00 PM to 2:00 PM

**Members Present:** Alexander McCutcheon, Braden Prather, Nathan Gilbert

**Topics/Issues Discussed:** Project choice, feasibility, prior knowledge, timeline of milestones, splitting up of responsibilities

**Decisions Made:**

Decided on the Baz to-go project

Focusing on Android development first  
Laid out a tentative timeline of milestones  
Split responsibilities based on prior knowledge

Meeting 2

Date and Time: 09/07 From 1:00 PM to 2:00 PM

Members Present: Alexander McCutcheon, Braden Prather, Nathan Gilbert

Topics/Issues Discussed: GitHub, Trello Board, Android Studio

Decisions Made:  
Created a GitHub organization and added all members  
Created 4 GitHub Repositories (2 for Android and 2 for iOS)  
Ensured all team members knew how to utilize GitHub  
Decided on Trello Board layout  
Began looking into Android Studio

**Tasks:**

Member 1 - Alexander

Tasks Worked on: GitHub setup, Learning Android Studio  
Tasks Completed: GitHub setup  
Tasks in-progress for Next Week: Learning Android Studio

Member 2 - Braden

Tasks Worked on: Trello Board Layout setup, GitHub Setup, Learning Android Studio  
Tasks Completed: Trello Board Layout setup, GitHub Setup  
Tasks in-progress for Next Week: Learning Android Studio

Member 3 - Nathan

Tasks Worked on: GitHub setup, Learning Android Studio  
Tasks Completed: GitHub setup  
Tasks in-progress for Next Week: Learning Android Studio

**Comments on progress towards the monthly milestone:**

The fundamentals are now in place for us to begin working as a team to complete the project.

**Comments on individual performance:**

All members are prepared for the challenge and were willing to ask questions when they did not know an answer.