

## WEEKLY PROJECT STATUS REPORT

Report date	Project Name	Editor
2/26/2020	5G Demark	Guy Butler

### STATUS SUMMARY

The project update summary should contain a brief update on how the project is progressing.

- The update summary should in brief cover all the key KPI of the project and highlights if there are any issues.
- The update should mention any new change requests, delays, external factors or resourcing issues that affect the project.
- Providing information on recently achievements milestones or missed milestones can also be included.

### PROJECT SCHEDULE

NO	TASKS (EXAMPLES BELOW – DELETE & REPLACE)	START	PROGRESS	STATUS	FINISH
1	Exchange work schedule availability	2/19/2020	100%	Complete	2/26/2020
2	<b>Determine requirements of project</b>	2/19/2020	50%	On Track	TBA
3			0%	Delayed	TBA
4			0%	Future Task	TBA

### WEEKLY MEETING AGENDA

DATE OF MEETING: <b>2/25/2020</b>	TIME: 8PM – 11:30PM	LOCATION: BLUEJEANS
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NO	ATTENDEES	JOIN TIME	LEAVE TIME	NOTE
1	Guy Butler	8PM	1130PM	Picked as team leader by Professor, brainstorming, setting up paper
2	Irwin Narayan	8Pm	11:00 PM	Set up meeting, built heading and title, spoke about devices
3	Adrian Johnson	8Pm	1130PM	Ideas about project, brainstorming, created introduction in latex, discussed ideas about the direction of the paper, participated in team discussions, brainstorming on how to get the entire team extra credit

4	Vinod Antony	8Pm	1130PM	Intro to 5G and deployment scenarios

DATE OF MEETING: <b>2/25/2020</b>	TIME:8PM	LOCATION: ONLINE
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#### MEETING SUMMARY

Line...

- Item 1

We originally met in order to narrow down our topic and move forward with our paper. Professor Leider messaged us and wished to join our meeting.

- Item 2

Professor Leider informed the group that she has placed me, Guy Butler as the team leader. She showed us how she came to that decision with the use of equitymaps.com. The AI software looks at the meeting and shows which members are the most engaged and has the most at stake in the meeting. This holds true for me because I suggested the topic of 5G Demark and I would like to manage projects like this one after my time with my current employer are finisher. We as a team are having trouble working out how to set this up into a paper. We met till after 11PM and came away with better direction.

- Item 3

We would like to meet again on Wed 2/26 7pm in order to meet Draft 1 commitment on 2/27.

2/26 the group met from 7pm to 10pm. Dhruvil Gandhi our client joined for about an hour. We as a group worked on how to work in LaTeX. Brainstorming about our topic and starting to configure our paper.

NO	ATTENDEES	JOIN TIME	LEAVE TIME	NOTE
1				
2				
3				
4				

#### PROBLEM HISTORY

Problem	Assign objects	date

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## CONCLUSION / COMMENTS

[Other comments]