**Team Name: gOatmeal** TM

**Report Number: 1**

**Reporting Week: September 2nd**

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

**Most the group met on what project we wanted to do and some basic ideas for it as well as establishing a reliable form of communication and reserving time for the first interview.**

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

**After the interview begin figuring out the needs versus the wants so we can decide what is more important. Then we can start figuring out who is going to do what as well as the different pieces for this software and agree on standards and style, so the software doesn’t have compatibility issues with. We’ll also start developing a spec sheet at the same time, or at least an informal version we can improve upon and use the proper language for at a later date but before the due date. We’ll also start conducting work on the team website.**

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

**Michael Shea hasn’t responded to our attempts to contact him, nor has he reached out to us. We can try to solve this by trying to figure out who he is in class, but none of us have met him before and don’t know what he looks like.**

**Project management summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team member** | **Tasks completed** | **Hours worked for week** | **Total hours** |
| **Andy Mahoney** | **Met with the group** | **1** | **1** |
| **Noah Lampron** | **Met with the group** | **1** | **1** |
| **Austin Dykeman** | **Met with the group** | **1** | **1** |
| **Tyler Neese** | **Met with the group** | **1** | **1** |
| **Michael Shea** | **MIA/AWOL** | **0** | **0** |