Date: 9/13/2018

1. Project Members:

* *Abigail Byram*
* *Matthew Pointer*
* *Matthew Tran*
* *Neil Watson*

1. Accomplishments for the week -- and which team members participated/contributed

* *Requirements Document Draft Complete – Full Team*
* *Research on different TA departments in VCU and other universities – Abigail, Neil, Matthew Tran*

1. List of Milestones to be completed and anticipated date (indicate which ones are in danger of not being met)

* *Awaiting feedback on Draft*
* *Requirements Document Final Draft – Full Team – Due 9/21/2018*

1. List of issues, problems, or concern(s)

* *Hurricane Cancellations*
* *No Issues*