Date: 9/6/2018

1. Project Members:

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

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

* *Meeting with sponsor and set up weekly meeting times – Full Team*
* *Set up Slack – Full Team*
* *Research on different TA departments in VCU and other universities – Abigail, Neil*
* *Beginning Design Strategy – Full Team*

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

* *Formal Project Draft – Full Team – Due 9/11/2018*

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

* *No Issues*