Team Name: Team4
Report Number: Jan 13 to Jan 19
Reporting Week: 1

Summary of work completed in prior week:

We met for the first time and scheduled a time to go over everything (01/18). We chose GrumpyChef as our project. We figured out what questions we would ask for the requirement interview. We brainstormed on a couple things regarding the project and made a plan to meet weekly on Wednesdays at 11am. We also created a Slack workspace and Github Repository for the project.

Summary of work planned for next week:

Ask questions, start a priority list and requirement documentation, meet again, figuring out the website.

Open issues and action plan to resolve them:

Since we haven't done anything yet, we do not have any open issues.

Project management summary

Team member	Tasks completed	Hours worked for week	Total hours
Elijah Loy	Created OneDrive folder, added interview questions	**2**	**2**
Denver Woolard	Created Github Repo, worked on interview questions.	**2**	**2**
Makaela Bennett	Helped fill out report, created Slack workspace, invited Sean Banerjee, worked on interview questions	2	2

Meeting summary

For each team meeting provide the date, time, and location of the meeting. Indicate which members attended the meeting and itemized action items discussed in the meeting.

Date: 01/18/2025

Time: 11:30am – 1:00pm

Location: Dunbar Library

Attendees:

- Elijah Loy
- Denver Woolard
- Makaela Bennett

Action Items:

1. Decided on GrumpyChef project
2. Created OneDrive Shared Folder
3. Created GitHub Repository
4. Figured out questions for requirement interview
5. Made a plan for next week's meeting

Next Meeting: Wed Jan 22 @ 11am