

Team Name: Team4

Report Number: Jan 20 to Jan 26

Reporting Week: 2

Summary of work completed in prior week:

Due to school being cancelled, we weren't able to complete a whole lot this week. On Thursday, we were able to meet and do the requirements interview. We feel like we have enough information to start working on the project.

Summary of work planned for next week:

Create website, make priority list and requirement documentation.

Open issues and action plan to resolve them:

N/A

Project management summary

| Team member | Tasks completed | Hours worked for week | Total hours |
|-----------------|---|-----------------------|-------------|
| Elijah Loy | Wrote down notes and arranged in a rough priority. | 2 | 4 |
| Denver Woolard | Did interview in class, discussed plans and priorities with team. | 2 | 4 |
| Makaela Bennett | Wrote down notes from the interview, wrote progress report | 3 | 5 |

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: 01/23/2025

Time: 11:00am – 12:20pm

Location: Class

Attendees:

- Elijah Loy
- Denver Woolard
- Makaela Bennett

Action Items:

1. Held requirements interview

Next Meeting: Wed Jan 29 @ 11am