**Team Name:** Team4 (PantryPal)
**Report Number:** Feb 3 to Feb 9
**Reporting Week:** 4

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

Makaela was sick most of this week, so we met on Saturday (the 8th) and worked on the presentation together.

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

Begin creating the frontend of our application using HTML and CSS. We will work on a UI and color scheme while using fake data to make an appealing application.

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

Familiarizing ourselves with HTML, CSS and Java. We intend to work on side project websites to learn these languages and rebuild familiarity.

**Project management summary**

| Team member | Tasks completed | Hours worked for week | Total hours |
| --- | --- | --- | --- |
| Elijah Loy | Worked on the requirements presentation | 2 | 10 |
| Denver Woolard | Assisted in making the requirements presentation and worked on the html/css for the website. | 2 | 10 |
| Makaela Bennett | Helped make the requirements presentation. | 1.5 | 8.5 |

**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:** 02/08/2025

**Time:** 11:30am – 1:00pm

**Location:** Library

**Attendees:**

- Elijah Loy
- Denver Woolard
- Makaela Bennett

**Action Items:**

Worked on the presentation
Got a better idea of scope and what we need to do individually

**Next Meeting:** Wed Feb 12 @ 11am