

CS485 TimeLog

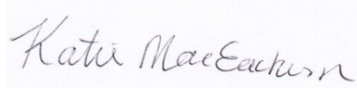
Name: Katie MacEachern

Team: 1

Week of : Jan 14 through 20

Task	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Meetings	1	1						2
Meetings/Communicating with Clients		0.5	1	0.5	2			4
Project Proposal							1	1
Preparing for Client Meeting				2				2
Total Hours	1	1	1	2	2		1	9

Signature _



Status Report:

Aside from our group meetings, this week was spent considering and then deciding upon a final project. After which I communicated with our client multiple times throughout the week and kept all group members up to date on these communications. I organized one telephone and one in person meeting with our group and the client. I also prepared a document which outlined in detail what I believed what the functionality of our software should be and shared it with the group. After group members approved the document I prepared and delivered a presentation for our client on a project plan during the in-person meeting, after which our client accepted our proposal. After the in-person meeting I worked on and completed the introduction section of our project proposal.