Team Name: Subiksha Vaidhyanathan, Kyle Cox, Emmanuel Gutierrez Rivera
Report Number: 1
Reporting Week: Jan 13 – Jan 19

Summary of work completed in prior week:
 This is the first week working on the project. We have chosen the topic Grumpy Chef as the topic for the upcoming project. Tasks that have been accomplished are: Creating team website, setting up Slack workspace, choosing a project topic, Compiling interview questions.

Summary of work planned for next week:
 Actively working on planning for the interview and the questions that needed to be asked. Also getting familiarized with the working environment that we might need to work on and learn more about it if needed.

Open issues and action plan to resolve them:
 I don't think we currently have any open issues to be resolved.

Project management summary

Team member	Tasks completed	Hours worked for week	Total hours
Kyle Cox	Setting up Slack workspace, creating timetable for group meetings	1hr 30mins	**1.5**
Emmanuel Rivera	Setting up github website, adding header containing links to different pages on the team website.	1hr 30mins	**1.5**
Subiksha Vaidhyanathan	Creating topic deciding worksheet, compiling interview question, Weekly reports for the team	1hr	**1**

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.

We have not had an in-person meeting till now, but we have been discussing our team's queries and needs in slack. Till now, we have briefed about the topic in which the projected is being created and we have also discussed about the roles of each person in the upcoming interview and came to a mutual understanding that Subiksha would be leading the interview and Emmanuel and Kyle would be taking notes and if in case a question needs to be answered by them they will also have a chance to ask it out.