

Weekly Memo

Date	February 6, 2014
Prepared By	Pranav Mehndiratta
Project Manager	Ted Nolan
Team Leader	N/A
Team Members	Aryamman Jain (999554076) Pranav Mehndiratta (999480725) Vaibhav Vijay (1000073029)

Activities

Task	Assigned To	Due Date	Completed
Introduction	Each Member	February 2, 2014	✓
Functions	Pranav Mehndiratta	February 3, 2014	✓
Objectives	Vaibhav Vijay	February 3, 2014	✓
Constraints	Aryamman Jain	February 3, 2014	✓
Draft of Design Considerations	Each Member	February 5, 2014	✓
Proofreading	Each Member	February 6, 2014	✓
Research	Each Member	February 8, 2014	

At the moment, our team is collaborating on Google Drive. It is then one member's responsibility to combine everything into one well organized document that is ready for submission. This is a good technique as one can view and edit the work of other teammates.

We started by working the introduction as a team and completed it earlier this week. However, different parts of the System Requirements were assigned to each member to work on separately. These parts were then combined and proofread by each member to give a good flow to the document. Our next goal was to complete a draft of the design considerations which we achieved via group discussion.

As we progress through the document, each member reads it carefully and corrects any errors found. Researching to back up our claims in the document is an ongoing process that will end once we are ready to submit.