**Team Name: ACME**

**Report Number: 11**

**Reporting Week: November 8**

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

Design Presentation in class / Design Document draft

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

Grouping up to plan implementation of various elements

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

N/A

**Project management summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team member** | **Tasks completed** | **Hours worked for week** | **Total hours** |
| **Maxwell** | **Document/Discussion** | **1** | **19** |
| **Carlo** | **Document/Discussion** | **1** | **18** |
| **Michael** | **Document/Discussion/Report** | **1** | **18** |
| **Matthew** | **Document/Discussion** | **1** | **20** |

**Meeting summary**

For each team meeting provide the date, time, and location of the meeting. Indicate which members attended the meeting and action items discussed in the meeting.