**Team Name: ACME**

**Report Number: 2**

**Reporting Week: September 6**

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

Finished Pitch Slides and Presented in front of class

Created github for code submissions

Began discussion on project questions

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

Finalize more questions for when we have to present

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

N/A

**Project management summary**

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| --- | --- | --- | --- |
| **Team member** | **Tasks completed** | **Hours worked for week** | **Total hours** |
| **Maxwell** | **Presentation/Slides/Discussion** | **2** | **3** |
| **Alex** | **Presentation/Slides/Discussion** | **2** | **3** |
| **Carlo** | **Presentation/Slides/Discussion** | **2** | **3** |
| **Michael** | **Presentation/Slides/Discussion/Report** | **2** | **3** |
| **Matthew** | **Presentation/Slides/Discussion** | **2** | **3** |

**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.

**9/8/21 7pm via Slack**

All members attended. After some discussion, we created the slideshow for the presentation pitch and finished about 80% of it.

**9/9/21 11am in the ERC**

Michael, Matthew, and Carlo attended, Maxwell and Alex were on Slack. Finished the slideshow, after a few run throughs of how we were going to present and the decision to use cameras and dress shirts was made, we concluded the meeting.