**Team Name: ACME**

**Report Number: 8**

**Reporting Week: October 18**

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

Began discussion on Design Presentation

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

Finish discussion and higher level ideas for Design Presentation

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

N/A

**Project management summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team member** | **Tasks completed** | **Hours worked for week** | **Total hours** |
| **Maxwell** | **Discussion** | **1** | **13** |
| **Alex** | **Discussion** | **1** | **12** |
| **Carlo** | **Discussion** | **1** | **12** |
| **Michael** | **Discussion/Report** | **1** | **12** |
| **Matthew** | **Discussion/Mockups** | **2** | **14** |

**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.

**October 24 6pm TAC**

All members aside from Alex attended. List of topics discussed:

* Design Presentation
  + Page mockups
  + Having UI designed
  + Guest system
  + Higher level UI, discussing which options should be behind which menus
  + Search results page (new requirement)
  + Preparing recipe specifics (focusing on current step)
  + Obscure measurements (drop, shake, pinch)