**Team Name: ACME**

**Report Number: 3**

**Reporting Week: September 13**

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

Finished question document for requirements presentation

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

Create requirements document

**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** | **1** | **4** |
| **Alex** | **Presentation/Slides/Discussion** | **1** | **4** |
| **Carlo** | **Presentation/Slides/Discussion** | **1** | **4** |
| **Michael** | **Presentation/Slides/Discussion/Report** | **1** | **4** |
| **Matthew** | **Presentation/Slides/Discussion** | **1** | **4** |

**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.

**9/19/21 6pm via Slack**

All members attended. We finished the questions document for the requirements presentation. During the meeting we found that some members would not be able to attend during the scheduled times.