**Team Name: ACME**

**Report Number: 4**

**Reporting Week: September 20**

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

Questions presentation to gather requirements

Spreadsheet including requirements (functional/non-functional, priorities, and updates after second interview in class)

Mock up of Home Page

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

Compile data from Spreadsheet into the IEEE standard format template

**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/Discussion/Spreadsheet** | **2** | **6** |
| **Alex** | **Presentation/Discussion** | **1** | **5** |
| **Carlo** | **Presentation/Discussion** | **1** | **5** |
| **Michael** | **Presentation/Discussion/Report** | **1** | **5** |
| **Matthew** | **Presentation/Discussion/Mockup** | **2** | **6** |

**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.

**9/20/21 6pm via Zoom**

First Requirements presentation. All members attended. We created multiple documents going over all the requirements gathered from both the live meeting but also the recording afterwards. After the presentation was over, we discussed the requirements for a little while and talked about what we would do going forward.