**Team Name: ACME**

**Report Number: 5**

**Reporting Week: September 27**

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

Google Slides for requirements presentation created

Google Doc for IEEE standard format document created

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

Completion of both the Google Slides and Google Doc

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

N/A

**Project management summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team member** | **Tasks completed** | **Hours worked for week** | **Total hours** |
| **Maxwell** | **PP/GoogleDoc/Discussion** | **2** | **8** |
| **Alex** | **PP/GoogleDoc/Discussion** | **2** | **7** |
| **Carlo** | **PP/GoogleDoc/Discussion** | **2** | **7** |
| **Michael** | **Presentation/Discussion/Report** | **2** | **7** |
| **Matthew** | **PP/GoogleDoc/Discussion** | **2** | **8** |

**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.

**9/30/21 1:30 @ ERC**

We created both the requirements Google Slides and Doc. We discussed our ideas for both frontend and backend as well as categorized all of our requirements in depth. All members attended in person for the first time.