

Team Name: CJM
Report Number: 3
Reporting Week: 1/27 - 2/2

Summary of work completed in prior week:

We started working on the team and project websites.

Summary of work planned for next week:

Continue working on mainly the project website, but also update the team website with this weekly report.

Open issues and action plan to resolve them:

Project management summary

Team member	Tasks completed	Hours worked for week	Total hours
Connor Fanning	<ul style="list-style-type: none">• Worked on Project Website	1	2.41
Justin Menker	<ul style="list-style-type: none">• Worked on Project Website	1	2.41
Mark Rogers	<ul style="list-style-type: none">• Worked on Project Website• Worked on Team Website	2.5	4.22

Meeting summary

For each team meeting provide the date, time, and location of the meeting. Indicate which members attended the meeting and itemized action items discussed in the meeting.

1/28/2025

11:00 am–12:20 pm

Russ 152C

Members Attended: Mark Rogers, Justin Menker, Connor Fanning

- Discussed team name
 - Discussed team website
 - Discussed project layout
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