Team Name: CJM
Report Number: 10
Reporting Week: Mar 17 – Mar 23

Summary of work completed in prior week:

In the prior week, the HTML pages were moved to the new GitHub repository, and the links in the HTML pages were fixed. The HTML pages were also updated to column style. Some grammar errors in the HTML pages were also fixed.

Summary of work planned for next week:

The software requirements specification document will be worked on.

Open issues and action plan to resolve them:

There are currently no issues within our team.

Project management summary

Team member	Tasks completed	Hours worked for week	Total hours
Mark Rogers	• **HTML pages moved** • **Fixed links**	0.41	12.38
Justin Menker	NA	0	6.66
Connor Fanning	• **Updated pages to column style** • **Fixed some grammar errors**	1	10.41

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.