

Team Name: CJM

Report Number: Feb 3 – Feb 9

Reporting Week: 4

Summary of work completed in prior week:

In the prior week an HTML template was created, and CSS was added to the template. The requirements presentation for the project was created. Information for the content pages was also gathered. Photos were taken of buildings on the Dayton campus and were uploaded to the private GitHub repository.

Summary of work planned for next week:

Next week the requirements presentation will be completed. More information for the content pages of the project will be gathered.

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	<ul style="list-style-type: none">• HTML Template• Requirements Presentation• Gathered Information	2.65	6.89
Justin Menker	<ul style="list-style-type: none">• Building/Location Photos• Labeling, Consolidating, and Uploading Photos	2	4.41
Connor Fanning	<ul style="list-style-type: none">• CSS/HTML Template	1	3.41

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.