

Team Name: CJM

Report Number: 13

Reporting Week: Apr 7 – Apr 13

Summary of work completed in prior week:

In the prior week, the software requirements specification document was completed.

Summary of work planned for next week:

Currently there is no work planned for next week.

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">Completed SRS document	1	14.30
Justin Menker	NA	0	7.66
Connor Fanning	NA	0	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.