Team Name:
Report Number: Jan 13 – Jan 19
Reporting Week: 1

Summary of work completed in prior week:

In the prior week a Slack workspace for the team had been created, and each team member as well as the instructor has been invited to it. The team also discussed the project options, which concluded in option 3: GuidedCampusTour.

Summary of work planned for next week:

Next week a private code repository will be created on GitHub for the team. Before the interview on January 23, the team will discuss what questions should be asked during the interview. The team will also discuss what the team's name is going to be.

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	• **Created Slack Workspace** • **Selected project option 3**	0.28	0.28
Justin Menker	• **Selected project option 3**	0.08	0.08
Connor Fanning	• **Selected project option 3**	0.08	0.08

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.

1/16/2025
12:20 pm – 12:25 pm
Russ Engineer Cntr 152C
Members Attended: Mark Rogers, Justin Menker, Connor Fanning

- Discussed work for next week
- Discussed Project choices and chose Option 3: GuidedCampusTour

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