

Team Name: PiercePrevostSinghManley

Report Number: 4

Reporting Week: 4

Summary of work completed in prior week:

We reviewed our answers from the interview with Sean and created follow-up questions for an additional interview in class. We developed a very simple mock-up of the interface to help visualize the final product. We built a [spreadsheet](#) with each requirement from the customer and categorized them as bases and subs, as well as gave them a numerical value between 1 and 5 to categorize them from critical components to stretch goals.

Summary of work planned for next week:

We plan to begin developing our requirements document. We will refer to the spreadsheet we created as well as our recorded interview with Sean to guide this. We plan to meet on Wednesday to begin work on the document and again on Sunday to create our weekly reports and add to our requirements document.

Open issues and action plan to resolve them:

None

Project management summary

Team member	Tasks completed	Hours worked for week	Total hours
Michael Prevost	Requirements spreadsheet & interview	1	5
Randeep Singh	Requirements spreadsheet & interview	2	6

Taylor Manley	Requirements spreadsheet & interview	2	6
Michael Pierce	Requirements spreadsheet & interview	2	6

Meeting summary

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

Wednesday (9/22/21): We all met this day, at the ERC, to go over our requirements interview and created questions to ask Sean on Thursday (9/23/21). We created a spreadsheet and sorted out the data we collected from the interview.

Sunday (9/26/21): The three of us (Randeep, Taylor, Michael Pierce) met in the ERC at noon to complete our weekly and individual reports. Michael Prevost was unable to attend as he was sick and let us know beforehand. We discussed our plans after the requirements interview. We plan on starting our design documents next week on Wednesday (9/29/21) and continuing on Sunday (10/3/21).