

Team Name: PiercePrevostSinghManley

Report Number: 3

Reporting Week: 3

Summary of work completed in prior week:

Thought about and wrote down questions to ask the customer in the design interview. We also signed up for a time to have the requirements interview. It will be on Monday, September 20th at 1:20 pm.

Summary of work planned for next week:

We plan to take the information given to us at the requirements interview and start working on our design documents. We will also be taking note of any other questions that we come across when planning out our designs.

Open issues and action plan to resolve them:

None

Project management summary

Team member	Tasks completed	Hours worked for week	Total hours
Michael Prevost	Created questions for requirements interview.	1	4
Randeep Singh	Created questions for requirements interview.	1	4
Taylor Manley	Created questions for requirements interview.	1	4
Michael Pierce	Created questions for requirements interview.	1	4

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.

We did not meet **Wednesday** like we usually do, this was due to already having completed our questions at last Sunday's meeting. We did not feel a meeting was required as we were already prepared to complete the interview before Sean had moved the dates back.

Sunday (9/19/21): Met in the ERC at noon to complete our weekly and individual reports. We discussed our plans after the requirements interview.