

Team Name: PiercePrevostSinghManley

Report Number: 2

Reporting Week: 2

Summary of work completed in prior week:

Created slides for the bidding presentation.

Began thinking about what questions to ask the customer so we are prepared for next Thursday

Summary of work planned for next week:

Create more questions to ask the customer.

Meet with customer

Begin work on a design document and start the project.

Open issues and action plan to resolve them:

None

Project management summary

Team member	Tasks completed	Hours worked for week	Total hours
Michael Prevost	Go to meeting, create slides	2	3
Randeep Singh	Go to meeting, create slides	2	3
Taylor Manley	Go to meeting, create slides	2	3
Michael Pierce	Go to meeting, create slides	2	3

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 (9/8/21): Met in the ERC at 6 pm to finish creating the project bidding slides to be presented on Thursday. All team members were present and on time. We discussed how we should convince Sean to allow our team to take RecipeBuddy as our project. This process involved talking about our skills, courses taken, strengths and weaknesses, and finally, what our initial plan entails for RecipeBuddy and our backup, Majorizer.

Sunday (9/10/21): Met in the ERC at noon to complete our weekly and individual reports. We began to come up with questions to be used during the requirements interview next week.

Our plan to meet is still the same, Wednesdays at 6 pm & Sundays at noon.