**WEEKLY REPORT and MEETING AGENDA**

Report #: 1 Project Name: Digit-al Tunes

Date: 3/26/2018 Prepared by: Tristan Partin

**Overall accomplishments since last meeting**

1. Started a GUI
2. Decided upon a data format

**Tasks completed by each team member since last meeting**

|  |  |  |
| --- | --- | --- |
| Task description | Assigned to | Completed? |
| Decide programming language for GUI | Tristan Partin | Yes |
| Decide GUI toolkit for GUI | Tristan Partin | Yes |
| Decide on data format | Tristan Partin, Joseph Martinsen | Yes |
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|  |  |  |
|  |  |  |

**Plans for next period**

1. Continue GUI development
2. Buy parts

**Task assignment per team member (to be completed before the next meeting)**

|  |  |
| --- | --- |
| Task description | Assigned to |
| Buy parts | All |
| GUI development | Tristan Partin |
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**Project management status**