[Document title]

Team Mimas

# Roles

### Project Manager:

Name 1

### Release Manager:

Name 2

### Quality Assurance Manager:

Name 3

### Technical Design Lead:

Name 4

### Scribe:

Name 5

# Summary

Describe the tasks your team did this week. When the meetings you held and what were was discussed at these meetings?

# User Stories

A good place to start is to identify the common user stories that will form the basis for the group project. Note: you don’t have to make these use cases at this point; that will be part of the first group project deliverable and is not needed here.

# Objects

Try to identify some of the fundamental objects that will be part of this project. Don’t do any coding, rather focus on what information must be stored and what behaviors are required.

# Quality Assurance

Think about how the group will ensure the quality of the first deliverable, once you begin to work on it. Try to identify the process you will follow.

# Schedule

This might seem too early, but try to have each member of the team look at their schedule to see when people will be available or (more importantly) not available. Plan out the weekly rotation of duties.