**WEEKLY REPORT and MEETING AGENDA**

Report #: 1 Project Name: Gordo Bot (placeholder) Team 6

Date: 02/13/2022 Prepared by: Thomas Rod

**Agenda for the meeting**

1. Needs Statment
2. Goals and Objectives
3. Requirements
4. Progress towards stuff

**Overall accomplishments since last meeting**

1. Design planning
2. parts of proposal

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

| Task description | Assigned to | Completed? |
| --- | --- | --- |
| Project Proposal | everyone | WIP |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Plans for next period**

1. Finish proposal

2.Complete research

3.Complete proposal

4.

5.

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

| Task description | Assigned to |
| --- | --- |
| Project Proposal | Everyone |
|  |  |
|  |  |
|  |  |
|  |  |

**Project management status**

1. Todo list added
2. GitHub created
3. Project schedule almost complete
4. Google calendar available
5. Google drive 100
6. Proposal in progress

**Minutes from previous meeting**

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