Attendance

- Client/CS Team Meeting via Zoom, 5/11/2020 @ 4pm
  - Andrew Victor
  - Ramiro Cabrera
  - Matt Shilling
- Team Meeting via Zoom, 5/13/2020 @ 4:30pm
  - Andrew Victor
  - Ramiro Cabrera
  - Matt Shilling

Unknowns/Risks

Hours This Week

	Total Hours	Hours w/ Team	Hours Helping
Andrew Victor	5	2	
Ramiro Cabrera	5	2	
Matt Shilling	5	2	

Tasks from This Week

Andrew Victor

- Met with team, 1hour
- Peer reviewed projects, 3 hours
- Met with client, 1 hour

Matt Shilling

- Met with team, 1hour
- Peer reviewed projects, 3 hours
- Met with client, 1 hour

Ramiro Cabrera

- Met with team, 1hour
- Peer reviewed projects, 3 hours
- Met with client, 1 hour

Highs:

-

Lows:

-

Tasks for Next Week

Andrew Victor

- Work on Project Closeout Packet, 3-4 hours
- Update Google Website, 1-2 hours
- Meet with team, 1-2 hours,
- Meet with CS Team and client, 1 hour

Matt Shilling

- Work on Project Closeout Packet, 3-4 hours
- Update Google Website, 1-2 hours
- Meet with team, 1-2 hours,
- Meet with CS Team and client, 1 hour

Ramiro Cabrera

- Work on Project Closeout Packet, 3-4 hours
- Update Google Website, 1-2 hours
- Meet with team, 1-2 hours,
- Meet with CS Team and client, 1 hour