

## Weekly Team Progress Report

Scope of Report: 9/3/2019 to 9/10/2019

### 1 Progress

This week the team made progress on the team charter. We met and ironed out the details of the charter so that we have clear goals and a clear understanding of the team moving forward. Roles were assigned to team members and the project infrastructure was set up (Github and Discord).

### 2 Status

#### 2.1 Deliverables status

Our team charter and our team weekly report (this document) are the only deliverables for this week. Both have been completed.

#### 2.2 Risk status

As of now, there are no risks because we haven't really started working on the main project. This week was spent doing administrative and planning duties.

### 3 Plans

#### 3.1 Planned hours vs. actual hours worked

We planned to meet for 3 hours and work on the team charter. This plan was accomplished. Our planned hours (3) are equal to our actual hours (3).

#### 3.2 Plans for next week

Next week, we will start work on the requirements document. This document is the most important deliverable for the project as of now. Without this, we cannot begin development.