My team has sat down multiple times in the last few weeks to talk about possible questions to be discussed with the client. Then on February 2, 2016 I sat down with the client and went through the questions with him to see what he is looking for.

My team has made some strides in requirements and will meet later this week to go over what was learned from the meeting with client. The team seems to be working well together and contributing to the requirement questions the only real issue we had was some people missing meetings and skype chats, but they had excuses for why they were not there. Currently are biggest issue right now is getting ahead of ourselves and starting to design without knowing all of the requirements first.

Time spent in meetings:

2 hours 43 minutes

Time spent on design:

N/A due to the fact we are in the requirements phase.

Number of hours worked:

2 hours 43 minutes

The main accomplishment was to have the first meeting with the client and ask the questions we came up with.

Everything was met during this week because the goals were to come up with questions to ask the client and to meet with them.

Next week will be more requirements unless we as a group and with the client feel that the requirements for the project have been discussed enough in which the team will begin a discussion on the design of the project.