

Team Name: AARDVARK (Hannah DeFazio, Nik Lamb, Ben Myrick, Jenna Ryan)

Report Number: 4

Reporting Week: September 17th - September 23rd

Summary of work completed in prior week:

We had met the previous week to structure the requirements document. We planned to meet on Sunday to write the full document but several of us were busy so we rescheduled to Tuesday. With the career fair, none of us made it on Tuesday so the meeting has been rescheduled to next week. Each of us have our own tasks that we're working on independently. We will reconvene next week to write the requirements document and start work on the webpage.

Summary of work planned for next week:

To-Do's for the coming week:

- Design project webpage.
- Write requirements document.
- Set up requirements presentation.

Open issues and action plan to resolve them:

No open issues currently, group thus far has been respectful and directed.

Project management summary

Team member	Tasks completed	Hours worked for week	Total hours
Hannah DeFazio	Going over class notes	0.5	13.5
Nik Lamb	Writing this report (~5 minutes)	0	10.5
Ben Myrick	Presentation outline, to do list	1	12.5
Jenna Ryan	Looking over slides	0.5	13