Progress Report 1

# Meeting Minutes

## Week 1: January 16

* Topic: Introductions
  + Notes:
    - Suggestions: Gather resumes, be invited to google drive with engineers, be added to discord for communication.
    - Tasks to Complete: Make sure resumes are being gathered and uploaded to the drive.
* Attendance: Anna, Hale, Carlee Largen, Haley Michaels

## Week 2: January 23

* Topic: Introductions, Resumes
  + Notes:
    - Suggestions:
      * Edit resumes
      * Keep in contact with engineers about any questions about the resumes
    - Tasks to Complete:
      * Continue to edit resumes
      * Be on the lookout for any other documents that need to be edited to be added to the drive
* Attendance: Anna, Hale, Carlee Largen, Haley Michaels

## Week 3: January 30

* Topic: Due dates, resumes
  + Notes:
    - Suggestions:
      * Ask about any due dates the engineers must meet
      * Keep in contact with engineers about any questions about the resumes
      * Discuss engineering summary with the engineers
    - Tasks to Complete:
      * Continue to edit resumes
      * February 13, the engineers have a MCR/MSC draft due
        + Basic outline, not too fancy
      * February 20, the engineers have a DCR due
* Attendance: Anna, Hale, Carlee Largen, Haley Michaels

## Week 4: February 6

* Topic: Discuss where to send the suggestion letters.
  + Notes:
    - Suggestions:
      * Discuss where the final edits will be posted and where to send suggestion letters
      * Send the letters to the drive and await responses from the team
    - Tasks to Complete:
      * Complete the letters and send them to the team
* Attendance:
  + Haley was the only one who attended this meeting. Carlee is sick and Anna had car trouble.

Team Activity Summary

## Problems and Solutions

Our group has not encountered too many problems along the way thus far, but below we will discuss what we did encounter.

* Problem: Access to the engineers resumes
  + Solution: We asked the engineers to allow us access to their google drive and to create a Tech Editing folder to hold the resumes.
* Problem: Combining our marked-up pdfs with our suggestion lists in .docx format
  + Solution: Our pdfs were separate from our lists due to a misunderstanding of how to format Project 1.2. When this was discovered we encountered a lot of difficulty attempting to merge the two together. We eventually utilized an online tool that merged pdf documents. We transferred our lists to pdfs and combined all of them to make the marked-up pdfs.
* Problem: Access to the work completed by other team members if a team member is not present
  + Solution: We decided to begin storing all of our information on canvas as much as possible. We created folders to contain everything we needed access to on a daily basis. We also created a few style sheets to help us keep track of information throughout the semester.

## Group Progress

Our group has stayed on schedule with the course and has attempted to be ahead of the dates whenever possible. Our group has completed the mark-ups of the resumes, the list of suggestions, and the letters to be sent to the engineers about the suggestions. Our group has begun to work on Project 1.4 by beginning to apply the edits suggested in the project. We have also begun to design a style sheet for Project 2.1 to be used by both V^3 teams in our class in order for the resumes to be uniform in the V^3 final document.

## Upcoming Tasks and Due Dates

The next due date is February 13, 2020 and Project 1.4 and Project 2.1 are both due on this day. Haley began the development of the style sheet for Project 2.1 and has continued to develop it to better match the suggested styles posted on canvas. Anna and Carlee have begun to individually edit the resumes they were assigned when we did the mark-ups. The team is encouraged to work with the canvas quizzes in order to refine their skills as technical editors.

## Gantt Chart

I had difficulty getting the excel sheet to be inserted into this word document, so I have attached screenshots of the Gantt Chart from Excel. I have included every assignment we have done thus far, and what assignments are coming up in the future.

A screenshot of a social media post

Description automatically generated

A screenshot of a computer

Description automatically generated

Individual Activity Summaries

## Anna Hale

For our team's first progress report in the semester, I have completed many different tasks that have helped me advance my editing skills. First, I have worked on diverse resumes from the engineering students. With my resume edits, I have learned how to mark-up documents on different software programs like Adobe and Canvas. I have also refreshed myself on basic grammar rules, which has helped me tremendously over the past few weeks. Second, I have attended meetings with my group and the engineers to discuss current and future projects, which has helped me keep on schedule to make sure that due dates will be on track. Lastly, within these past few weeks, I have worked with my team members with creating a resume template, completing group assignments, and projects.

## Carlee Largen

For this period, I have completed tasks both individually and within my group. Aside from our in-class Tech Editing activities, I have contributed to the Tech Editing Project with my group and the Engineering class, as well. I have taken down the minutes for each meeting, with the exception of one night due to illness. Additionally, I requested the resumes of four engineers and marked them up with helpful suggestions to improve the documents. I have also drafted a letter to request approval for the suggestions to be made, which should be sent out to each individual soon. This is a brief description of what I have done over the course of this report period.

## Haley Michaels

Throughout the semester majority of my efforts have been put towards organization, communication, and submission of team assignments. I took the role of team lead for my group and have thoroughly enjoyed getting to be the point of communication between my team. I have helped make sure my team completes all assigned tasks and submits assignments on time. I designed style sheets for our meeting minutes and progress reports to help make the process easier for my teammates. I have also communicated with the engineers regarding the collection of resumes, any due dates, and updates about the work my team is completing. I make sure that my team sends me their material in a timely manner to ensure that our assignments are complete.

I have attempted to be an efficient team leader and believe I have done my best for the team so far this semester. I plan to continue to be open to communication, taking the lead on submitting group assignments, and guiding my team as we navigate through the rest of the semester together. I plan to encourage my team to continue to take the quizzes provided on canvas in order to boost their skills as editors and allow us to do our best work for the engineers. I am looking forward to the rest of the semester with my team!