**Individual Team Reports**

**Project Name: Ikenobo Website Development**  **Date: 1/24/2017**

**Team Members:** Brandon Phou, Nicole Prebula & Jeremy Shankles

**Activities Planned:** We met to discuss what we believe are the risk we face with this project and the plans we have in case something were to happen to one of us. We are continuing to work with the client and get information he would like one the website. We are beginning to think about the pages and content that will be on the website and how we need to handle this information. Soon, we will begin dividing up the work between the three of us.

**Activities** **Completed**: We believe with the use of GitHub we have minimized our risk. We have created a repository in GitHub for our documentation and code

**Reasons for Planned Activities Not Completed:** Waiting for client’s response to email about requirements listing

**Problems:** We do not believe this is a major problem at this point, but usually when we email the client, there is about a 2 day delay. So far, this has not impacted us and we hope to stay organized enough that this will not impact us as the project continues.

**Log of Meetings with Attendance Noted:**

|  |  |
| --- | --- |
| Date | Attendance |
| 1/12/2017 | Nicole Prebula, Brandon Phou, & Jeremy Shankles |
| 1/19/2017 | Nicole Prebula, Brandon Phou, & Jeremy Shankles |

**Detailed Schedule Showing Current vs Actual:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Date Scheduled | Date Completed | % Complete | New Scheduled Date | Responsible Person |
| Lean GitHub | 1/12/2017 |  | 60 % | ASAP | Jeremy |
| Get requirement signoff from client | 1/19/2017 |  | 75 % | Waiting on client’s response | Jeremy/client |
| Continue receiving info from client | 1/12/2017 |  | 90 % | 2/1/2017 | Jeremy/client/  Uploading to GitHub |
| Start documentation | 1/19/2017 |  | 30 % | 2/7/2017 | Nicole |
| Look into content on website | 1/12/2017 |  | 50 % |  | Brandon |
| Assign different pages to group members | 2/1/2017 |  | 0 % |  | Brandon |
|  |  |  |  |  |  |