

Team Name: NPRTS

Report Number: 1

Reporting Week: Week1, Week of Jan 9

Summary of work completed in prior week:

- Created Slack channel for team members.
- Established weekly meeting time.
- Discussed strengths and weaknesses / prior programming experience among team members.

Summary of work planned for next week:

- Establish team website and Git repository.
- Select project and determine responsibilities/subject areas based on each member's individual strengths and weaknesses.

Open issues and action plan to resolve them:

- We are not currently sure how the Clarkson webspace works for the team website. Robert looked into it but got stuck. We will consider alternative sources to hosting the site (confirm with Sean that we don't have to use Clarkson webspace) and email OIT to see if we can figure out the webspace.

Project Management Summary


Team member	Tasks completed	Hours worked for week	Total hours
Tyler Yankee	Worked on weekly report, made Slack channel, attended meeting	1	1
Peter Dorovitsine	Communicated with team members over Slack and kept updated on developments	0	0
Robert Licata	Began project website, attended meeting.	1	1
Niall Pepper	Attended meeting	1	1

Sangwon Youn	Attended meeting, Started to think of some ideas for the project	1	1
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Meeting Summary

For each team meeting provide the date, time, and location of the meeting. Indicate which members attended the meeting and action items discussed in the meeting.

Attendees: Robert Licata, Niall Pepper, Tyler Yankee, Sangwon Youn (Peter Dorovitsine had a prior commitment and could not attend the meeting.)

In this meeting we introduced ourselves and explained our backgrounds. We compared schedules to determine that 4:00 pm on Fridays is a good time to meet. We also discussed possible roles and responsibilities to be filled including a weekly report writer, customer representative, meeting note writer, and a webmaster. We also talked about where our website should be hosted, and some challenges with Clarkson webspace. Lastly, we created a shared google drive folder to hold our team reports:  Week1: Week of Jan 9 .