

Team Name: llmfao

Report Number: 3

Reporting Week: January 23rd

Summary of work completed in prior week:

This past week, the team met twice to go over questions for the requirement interview on Monday and split up our tasks for the team website.

Summary of work planned for next week:

Next week we will meet to go over the website more and update each other on where we are with our tasks and try and finish the site.

Open issues and action plan to resolve them:

No open issues currently.

Project management summary

Team member	Tasks completed	Hours worked for week	Total hours
Riley Outlaw	Met for both meetings	2	3
Maddie Lopol	Met for both meetings	2	4
Flower Letourneau	Met for the second meeting	1	3
Melvin Auvray	Met for both meetings	2	6
Ava Megyeri	Met for both meetings	2	4

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.

The first meeting we had was on Wednesday the 25th at 5pm outside of the COSI lab. Every member except Flower Letourneau was able to make it. This meeting consisted of revisiting our questions that we came up with from the last meeting and making sure they were what we wanted to ask for our requirement interview.

The second meeting was on Saturday the 28th at 12pm in the COSI lab. Every member was able to make it. After the Thursday class, we found out that we did not need to ask questions about multiple users for our project, so we first went through and rewrote some of our questions for the interview so that we don't have any multiple user questions. We then went over how we want our team website to look and then divided up the tasks so we could get started on it.