

Team Name: llmao
Report Number: 1
Reporting Week: Jan 9th

Summary of work completed in prior week:

Met as a group, made sure everyone was comfortable with slack, talked about tasks. Made sure we had time to meet later in the week.

Summary of work planned for next week:

Next week, we plan to meet on Thursday to discuss our first steps into creating the website and make sure that everyone has a better understanding of the work they will be doing.

Open issues and action plan to resolve them:

We have no open issues.

Project management summary

Team member	Tasks completed	Hours worked for week	Total hours
Ava Megyeri	Met and discussed tasks for project	1	1
Flower Letourneau	Met and discussed tasks for project	1	1
Maddie Lopol	Met and discussed tasks for project	1	1
Melvin Auvray	Met and discussed tasks for project	1	1
Riley Outlaw	No response	0	0

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.

We met on January 15th at 3pm in the COSI labs. The members attended were Flower Letourneau, Maddie Lopol, Melvin Auvray, and Ava Megyeri. Our teammate Riley Outlaw has yet to contact us about the project. In this meeting we picked which project option we wanted to do, got a better understanding of everyone's strengths and weaknesses, and designated tasks for the project. We also came up with a permanent time to meet for the rest of the semester.