Team Name: Software Surge
Report Number: 1
Reporting Week: 1

Summary of work completed in prior week:

It's our first week of the project so for this week we spent our time discussing our strengths and weaknesses as a team, allocating roles within the team, and deciding on which project we wanted to do using a combination of Slack and Google Sheets to communicate. As a group we voted on the Majorizer. We also determined a weekly time we could all meet as a group. We were unable to meet as a group in-person before this report was completed due to conflicting schedules caused by travel.

Summary of work planned for next week:

Our weekly meetings will be on Tuesdays from 6:00-8:00, however we've scheduled an additional in-person meeting on Monday so we could all meet up as a group before the next lecture. Specific tasks to be completed by different team members will be determined at our first meeting and after upcoming lectures as more information on the timeline of the project is made available; however, given the order of the waterfall method that we'll be following, our meetings and work this week will revolve around determining the requirements for the project and prepping/completing the requirements interview.

Open issues and action plan to resolve them:

Since we are only a couple days into the project we have yet to come across any major issues besides figuring out the scheduling conflicts of the different members of the team. Future potential issues will likely be discussed and plans will be developed to start working on solving them at our Monday meeting.

Project management summary

Team member	Tasks completed	Hours worked for week	Total hours
Andrew Caruso	**I created the Slack workspace for the team. My role is the customer contact.**	1	1
Cole Caruso	**I filled in my part of the Google Sheet and chose the role of external resources.**	1	1
Ceilidh Kiegle	**Wrote Team Weekly Report and made a WhenIsGood Form to determine weekly availability. Role within the team is Team Report Writer.**	1	1

Ethan Matzek	Chose the role of meeting note taker and filled out their section of the Google Sheet. Helped decide meeting time on Slack	1	1
Payton Shafer	I made a google folder for our group and made and shared the weekly report folder. I created an excel sheet to start planning out some things for our group. My role is meeting planner.	1	1

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 had no meetings this week due to scheduling conflicts caused by travel, however we have a meeting planned for this Monday along with determining a weekly team meeting time going forward.