Team Name: Software Surge
Report Number: 2
Reporting Week: 2

Summary of work completed in prior week:

This week our team met on Monday to discuss a team name and start brainstorming a general outline for our project. We also started building a list of questions that need to be asked at the requirements interview meeting.

Summary of work planned for next week:

Next week our team will complete our list of questions for our requirements interview and attend our requirements meeting on Friday. At this point we will use the results to start brainstorming the project design.

Open issues and action plan to resolve them:

At the moment our group does not have any active issues, as we have been able to work out a weekly meeting time and determine team roles.

Project management summary

Team member	Tasks completed	Hours worked for week	Total hours
Ceilidh Kiegle	Attended team meeting on Monday, wrote Weekly Report for Team.	1	2
Andrew Caruso	Attended team meeting on Monday	1	2
Payton Shafer	Attended meeting, began brainstorming project design and requirement questions	1.5	2.5
Cole Caruso	Attended team meeting	1	2
Ethan Matzek	Attended team meeting on Monday, created template doc for Project Requirements	1	2

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.

1/16 5:00 ERC
All Members Present
- Decided on a Team Name
- Began discussing Majorizer design and questions that needed to be asked at the requirements interview.