

Team Name: Software Surge
Report Number: 3
Reporting Week: 3

Summary of work completed in prior week:

We met as a team to discuss questions for the requirements interview. We also have begun work on our team's website.

Summary of work planned for next week:

Next week we will be completing our requirements interview and discussing the results and how they can be implemented in our project as a team. We will also continue work with the team website.

Open issues and action plan to resolve them:

The only issue we had this week was looking at schedules to determine when we should have our requirements interview, as there wasn't a good time when all of us would be available so we had to determine the next best possible time and figure out a notes system for those who wouldn't be able to attend the meeting.

Project management summary

Team member	Tasks completed	Hours worked for week	Total hours
Payton Shafer	Began to create team website and files(HTML,CSS,JS), planning for requirement interview	2.5	5
Andrew Caruso	planning for requirement interview	1	3
Cole Caruso	Trying to set up website and preparing for requirements interview	3	5
Ceilidh Kiegle	Planning meeting for requirement interview and team weekly reports	1	3

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.

1/26/2023 6:00 ERC

All Team Members were present

We discussed questions to ask at the requirements interview and made a Google Doc with the final list of questions we plan on asking.