Directions: Every week, each team will need to complete and submit this report. All information that is filled in should be filled in with the color **BLUE**.

Team: Arthur Rozenberg, Ronald Mangiliman, Gene Hernandez, Daniel Wiesel

Date: May 1

Week of Time: 10:00 AM

Attendance: Client N/A In person phone skype/google hangout

Group Member 1: Gene Hernandez In person phone skype/google hangout

Group Member 2: Ronald Mangiliman In person phone skype/google hangout

Group Member 3: Arthur Rozenberg In person phone skype/google hangout

Group Member 4: Daniel Wiesel In person phone skype/google hangout

Scribe (person responsible for submitting reports – duties should rotate: Arthur Rozenberg

**Outline of the objectives of this meeting:**

Discuss the documentation for the website

**Progress status on the work assigned to each group member:**

Everyone will work on their document what files they worked on

**Discussion on any aid a group member received from any other group members:**

N/A

**Updates on any ad hoc meetings during the week by any two or more members of the group:**

N/A

**Positive comments on current status of the project:**

Project is complete, all is left is documentation

**Concerns about the current status of the project:**

Documentation takes time!

**Reflections on the past week’s work (what is the consensus of the group on the work that needs to be accomplished in the next week to two weeks:**

We were able to make the views for the website for the employee, owner and database administrator

**Assignments for each team member for the week:**

Work on the documentation

**Learning objective for each member of the group:**

Document descriptively and effieciently

**Date, Time and meeting mechanism for next meeting:**

N/A

**Additional Comments or concerns:**