Weekly Report Sample (first report)

Subject: Weekly Report #1 From Team 3  
 Hi Sue,  
 Our software development team has been working hard on analyzing the requirements of your  
 project. Each week we will be sending a short written report outlining what we have done this  
 week, what our successes and failures have been and what we plan to do next.  
 If you have any input to send or want a meeting, please let us know. Otherwise, we just want  
 to make sure you are kept in the loop as we work towards successful completion of your  
 project.  
 During the past week the group has accomplished...

* Looked into who listens to radio shows online and what they like.
* Checked out what other radio shows are doing online and how they're doing it.
* Found out what it takes to put Blast the Radio on platforms like Discord, Twitch, and YouTube.
* Still figuring out different ways we can connect Blast the Radio with other online platforms.
* Researching the way to make all this work, like what software and tools we'll need.  
    
   Individual Team members have made the following contributions:

**Mustapha Onjoko**

* Explored successful strategies employed by similar radio shows for online engagement.
* Analyzed technical requirements and challenges for integrating Blast the Radio with Discord, Twitch, and YouTube.

**Jwell Lalakiya**

* Facilitated regular communication with the client to gather feedback and ensure project alignment with client expectations.
* Updated the client on the team's progress, highlighting key findings and proposed strategies.

**Priya Patel**

* Researched the existing websites including blast the radio, over40connect, wearetheducklings, loveandlipstick, playfulcoconuts to help better understand the client.
* Succeeded in planning a team meeting to discuss client needs and come up with a prototype for the project.

**Sahil Kakadiya**

* Use channels like discord, youtube to increase listener engagement online.
* By using social media, collaborate with well known individuals, and monitor  degree to which things will resonate more deeply with audience.

**Hilarii Johnson**

* Reaserched trending topics and discussions within the radio community for potential content inspiration
* Developed content ideas tailored to each platform to maintain audience engagement and interest.

Needless to say, we are also faced with a few challenges like understanding the full scope of this project. This stems from the complexity of integrating Blast the Radio with different media platforms. We're currently working on breaking down this complexity by thoroughly researching each platform's requirements and user engagement patterns. By doing so, we aim to ensure that our strategies align effectively with the project's overall goals.

Please let us know if you have any questions or would like a meeting. It is important to us that

we are building the right thing for you.

Sincerely,

Team 3