1. The group leader is Samuel Steinhardt, and it is likely going to stay that way for this project unless someone else is interested in leading it.

2. The collaboration tools are working well. Everyone got their github set up today and are added as collaborators. So going forward we will be using github for file sharing and editing and discord for communication and attendance.

3. Everyone participated in the group meeting via discord.

4. Everyone participated in the plan processing.

5. Updated development plan will be submitted as a separate doc, attached along with the submission so that everyone can see what is going to be submitted before the team leader actually submits the assignment.

6. Alexia Erkman will be handling the “Initialize Constants” and “End of Job” modules. Samuel Steinhardt will be in charge of the “Get employee input” module. Jayden Johnson will be in charge of the “Run calculations” module. Wai Moo will be in charge of the “Output Payroll” module.