# Team: <<Your Name>

*List Project members and their respective role for the week*

Member1, Project Manager  
Member2, Release Manager  
Member3, Quality Assurance Manager  
Member4, Technical Design Lead  
Member5, Scribe

## Summary

Describe the tasks your team did this week. When were the meetings you held and what was discussed at these meetings?

## Schedule

Review schedule and reflect on whether your team is accomplishing its weekly tasks.

## Class Diagram

What questions do you have going forward regarding your classes. I am especially interested in issues you may have regarding Entity/Boundary/Controller.

## Sample Mock-up

I would like to see some preliminary mock-up GUIs. These can be drawn by hand or a photo of a whiteboard. The idea is to make sure that your vision of the GUI will match my plans for the project.

## Quality Assurance

Think about how the group will ensure the quality of the first deliverable, once you begin to work on it. Try to identify the process you will follow.