Instructions

Fill out the following section in as much detail as possible.

This document is to be submitted to the link on Blackboard right before your team’s presentation for the iteration. Late submission may result in a loss of grades for this iteration.

Part 1: Task Completion List

Each team member gets one row below.

In column 1 record your name.

In column 2, record any issues that are still outstanding and what you need to get them done.

In the third column, each user will record in exquisite detail in bullet point form, what steps they accomplished over the last iteration. You must be as detailed as possible as your grade will be partially determined by what you record here. All team members must place their work list here. No separate pages or submissions will be accepted. Failure to complete this section may result in a grade of 0 for this iteration.

Hint: Place this document in the team’s document share and edit it as each task is completed.

|  |  |  |
| --- | --- | --- |
| Team Member Name | List of Outstanding Issues | List of accomplishments |
| Fraser Kennedy | * searched for an image converter for personal head shots of team members was not able to find a free model that worked well. | * Created Team Github repo and invited all team members to collaberate * set up a team gmail account to act as a backup and provided everyone username and password * set up a OneNote document to serve as a catch all backup and brainstorm outlet invited all team members as collaborators * recorded meeting minutes of Thursdays team update meeting and emailed all team members |
| Jeff Holdich |  |  |
| Zach Leich |  |  |
| Jennie Jeong |  |  |
| Stefan nzene |  |  |