

## **WEEKLY REPORT**

**Date: 9/1/15-9/7/15**

Group number and Name: May1618

Client/Advisor: Ross Hendrickson(Workiva)/Simanta Mitra

Attendees/Role:

- Andrew Bowler - Webmaster
- Taylor Welter - Team Lead
- Al Gomez-Estrada - Communications
- Michael Sgroi - Key Concept
- RJ White - (no key role)

### **✓ Past week accomplishments (please describe as what, who, when)**

- ❖ Andrew setup Trello and Google Drive
- ❖ Taylor contacted Professor Mitra and added weekly report to Drive
- ❖ Michael set up GroupMe, created a time availability schedule and contact info document
- ❖ Al setup a group email address

### **✓ Plan for coming week (please describe as what, who, when)**

- ❖ Meet with Mitra as a group
- ❖ Meet with Ross as a group
- ❖ Coordinate schedules and discuss todo items for each person

### **✓ Pending issues**

**A** Establishing a set meeting time is difficult.

**B** No word yet from client

### **✓ Individual contributions**

- ❖ See above in accomplishments

✓ Individual hourly contribution

<b><u>NAME</u></b>	<b><u>Hours this week</u></b>	<b><u>HOURS cumulativ e</u></b>
Andrew	2	2
Al	0.5	0.5
Michael		
RJ		
Taylor		

✓ Comments and extended discussion