

WEEKLY REPORT

Date: 9/8/15 - 9/14/15

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 Handler
- RJ White - Key Concept Handler

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

- ❖ Ross had a conflict that unfortunately made him unavailable from roughly 9/10 - 9/18
- ❖ Taylor was referred to a secondary contact (Eric Olson) as our primary contact is currently unavailable
- ❖ All parties involved are slowly but surely hammering out a regular meeting time

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

- ❖ Work as a group to find a time to teleconference with Ross or Eric this week
- ❖ From there establish a regular group meeting time with Ross and/or possibly Eric
- ❖ From there establish a regular group meeting time with Prof. Mitra

✓ Pending issues

- ❖ Still having trouble establishing a meeting time after two weeks. Mitra has inquired about meeting via teleconference and Ross has requested assistance from Eric Olson at Workiva. We still haven't been able to meet with anybody yet.

✓ **Individual contributions**

❖ We each completed the worksheet in class last week. As far as the project goes, see pending issues. No individual contributions past that.

✓ **Individual hourly contribution**

<u>NAME</u>	<u>Hours this week</u>	<u>HOURS cumulativ e</u>
Andrew	0.5	1
Taylor	0.5	1
Mike	0.5	1
Al	0.5	1
RJ	0.5	1

✓ **Comments and extended discussion**

Nothing else worthy of note. Waiting for availability from company contacts.