

WEEKLY REPORT

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

Group number and Name: May1614

Client/Advisor: Nathan/Diane Rover

Attendees/Role: Blake (Comm), Mason (Leader), DJ (Keymaster), Kyle (TBD), Yu Jin (Webmaster), Eric (TBD)

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

- ❖ First Meeting with Diane, discussed roles and strengths

- ❖

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

- ❖ Organize weekly meeting time.

- ❖ Figure out concrete group structure.

- ❖

✓ **Pending issues**

- ❖ “Split” into two teams, out of group of 7.

✓ **Individual contributions**

- ❖ N/A

✓ **Individual hourly contribution**

- ❖ N/A

✓ **Comments and extended discussion**

Our group currently has 7 members, and have received word that the client wanted us to split into two separate teams. We will be planning out our exact structure for the rest of the year during our meeting this week.