

Group number: 1713

Project title: Prison Production Garden Application

Client/Advisor: Julie Stevens

Team Members/Role: Juan Venegas/Leader,

Matt Koenig/Communication Leader,

Andrew Dailey/Webmaster,

ChiaJun Tai/Key Concept Holder

Jacob Stimes/Webmaster

o Weekly Summary (Short summary about what you did this week)

- ❖ Met as a group for the first time
- ❖ Decided upon Wednesday at 7pm for regular group meetings
- ❖ Sent initial contact email to our contact, Julie Stevens
- ❖ Agreed upon the assignment of group roles

o Past week accomplishments (please describe as what was done, by whom, when)

- ❖ First meeting for all members

o Pending issues (if applicable)

- ❖ Andrew Dailey: Choose website framework, prepare questions for our contact
- ❖ Juan Venegas: Still have not received email back from Julie

o Individual contributions

<u>NAME</u>	<u>Individual Contributions</u>	<u>Hours this week</u>	<u>HOURS cumulativ e</u>
Andrew Dailey	Met with group, decided on team roles, completed first weekly report	2	2
Juan Venegas	Set up meeting & Google Doc stuff, communicate with Julie	3	3
Matt Koenig	Met with group, sent email out to members who were unable to meet to pick a role.	2	2
ChiaJun Tai	Met with group and completed first weekly report	2	2
Jacob Stimes	Weekly report	.5	.5
Jacob Anhorn	Met with group. Decided upon roles for team members. Completed weekly report.	.5	.5

o Comments and extended discussion

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

- ❖ Andrew Dailey: Research possible web frameworks to be used for project website (Hugo, Jekyll, etc). Brainstorm possible questions for Julie regarding project requirements.
- ❖ Juan Venegas: Re email Julie if she hasn't responded back by Monday night and email Mina if she still hasn't responded by then
- ❖ Jacob Stimes: Work with Andrew to pick web framework to use by next week
- ❖ ChiaJun Tai: Get the requirements and specifications of the projects
- ❖ Jacob Anhorn: Meet with group for weekly meetup.
- ❖ Matt Koenig: Meet with group for weekly meetup.

o Summary of weekly advisor meeting (if applicable/optional)

- ❖ No advisor meetings as of this week