

WEEKLY REPORT

Group	Project 05: Gyroscopic Roller Alignment	Date	30 Jan. 2013
Client	Dan Stieler	Advisor	Degang Chen
Attendees/Role:	Ellen Laird/Communications, Ted Beem/Webmaster		

Past week accomplishments			
What		Who	When
Scheduled tour of client facility and advisor meetings.		Ellen	25 Jan.
Created temp. web page for project.		Aaron	28 Jan.
Began work on permanent web page for project.		Ted	27 Jan.
Plan for coming week			
What		Who	When
Tour of client facility.		Everyone	5 Feb.
Create analysis of week project.		Everyone	6 Feb.
Pending issues			
Description	Action		Target date
Still unfamiliar w/reqs	Re-read reqs, note potential issues		30 Jan.
Must meet w/ client	Tour of Powerfilms facility (planned)		6 Feb.
Individual contribution			
Name	Responsibility	Planned date	Actual date
Aaron	Create temp. project page	27 Jan.	27 Jan.
Ted	Begin project page	Throughout	Throughout
Ellen	Arrange tour	Client reply	25 Jan.
Individual hourly contribution			
Name		Number of Hours	%
Ted Beem		1	36.4
Ellen Laird		0.5	18.2
Aaron Peterson		1.25	45.5

Further Detail:

This meeting was spent mostly reviewing the existing solution for the client's problem (a line-of-sight based laser alignment tool) and the restrictions our client met in its use, in addition to a more detailed reading of the project requirements document. These will be used in conjunction with the recent lecture activity to provide a more accurate analysis of the problem. A tour and formal meeting with our client is scheduled for this coming week, after which the group hopes to gain direction. Work on the project page began in addition to the construction of a temporary placeholder page for use until the former is ready.