

## WEEKLY REPORT

<b>Group</b>	Project 05: Gyroscopic Roller Alignment	<b>Date</b>	20 Feb. 2013
<b>Client</b>	Dan Stieler	<b>Advisor</b>	Degang Chen
<b>Attendees/Role:</b> Ted Beem (Webmaster) Ellen Laird (Comm. Officer), Aaron Peterson (Leader)			

Past week accomplishments			
What		Who	When
Produce formal documentation of requirements		Everyone	17 Feb.
Established Website IDE		Ted	17 Feb.
Plan for coming week			
What		Who	When
Complete first draft of Project Plan		Aaron	22 Feb.
Finalize Website Design		Ted	25 Feb.
Complete microcontroller / gyroscope orders		Ellen	24 Feb.
Pending issues			
Description	Action		Target date
Project Plan Needed	Create Project Plan		22 Feb.
Schedule Needed	Formalize work schedule		20 Feb.
Individual contribution			
Name	Responsibility	Planned date	Actual date
Aaron Peterson	Format/Fill Documents	17 / 20 Feb.	17 / 20 Feb.
Ellen Laird	Scribe content	17 / 20 Feb.	17 / 20 Feb.
Ted Beem	Sketches, Website	17 / 20 Feb.	17 / 20 Feb.
Individual hourly contribution			
Name	Number of Hours		%
Ted Beem	3		37.5
Ellen Laird	2.5		31.25
Aaron Peterson	2.5		31.25

**Further Detail:**

Spent most of meeting time discussing and ironing out various content of project plan, thus completing most of said project plan in the process. Group will edit existing project plan individually. Ellen continuing microcontroller inquiry with lead in TI. Ted establishing familiarity with API for website development. Aaron to handle final editing on project plan. Prof. Chen unable to meet this week, but will be kept up to date via email.