

WEEKLY REPORT

Date: Jan-28-2013

Group Name: Group Dec13-07

Client/Advisor: Oakland/Professor Prabhu

Attendees/Role: Jason Kaiser – Leader, Yaze Wang – Communication, Bryce Kvindlog – Webmaster, Carl Garrett - Implementer

✓ **Past week accomplishments**

- ❖ A Assemble the team
- ❖ B Meet advisor Professor Prabhu
- ❖ C Set up the first face-to-face client meeting

✓ **Plan for coming week**

- ❖ A Attend the first face-to-face client meeting on Monday
- ❖ B Get more details about the project
- ❖ C Set up the development environment

✓ **Pending issues**

- ❖ A None
- ❖ B None
- ❖ C None

✓ **Individual contributions**

- ❖ Yaze Wang: Creating contact between team members and advisor
- ❖ Jason Kaiser: Brought some good questions to the table during advisor meeting
- ❖ Bryce Kvindlog: Show willingness to work for client company during summer as an internship

✓ **Individual hourly contribution**

- ❖ Jason Kaiser: 1 hour
- ❖ Bryce Kvindlog: 1 hour
- ❖ Yaze Wang: 1 hour
- ❖ Carl Garrett: 1 hour