

## **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 First fact-to-face meeting with client
- ❖ B Understand the basic requirement of the project
- ❖ C Set up a tentative timeline for the project

### ✓ **Plan for coming week**

- ❖ A Having another team meeting to discuss the questions for future client meeting
- ❖ B To know more about the details on the project
- ❖ C Set up an online meeting with client

### ✓ **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: 3 hour
- ❖ Bryce Kvindlog: 3 hour
- ❖ Yaze Wang: 3 hour
- ❖ Carl Garrett: 3 hour