

WEEKLY REPORT

Date: 1/28/13

Group Name: DEC-13/09

Client/Advisor: Zambreno/Neihart

Attendees/Role:

Dustin - Leader

Brittany - Meeting Scribe

Wallace - Webmaster

Darren - EE Director

John - Communication Liaison

Dr. Zambreno - Client

✓ **Past week accomplishments**

- ❖ Established group member positions
- ❖ Started researching the MIDI specification
- ❖ Made arrangements to acquire an organ

✓ **Plan for coming week**

- ❖ Continue MIDI research
- ❖ Discuss hardware solutions
- ❖ Begin executive plan (product description)

✓ **Pending issues**

- ❖ Determining if organ is in good enough condition
- ❖ Website construction/maintenance

✓ **Individual contributions**

- ❖ Darren - Distributed MIDI resources, acquired organ
- ❖ Brittany - Took meeting minutes
- ❖ Wallace - Researched MIDI, explored musical features
- ❖ John - Researched MIDI
- ❖ Dustin - Wrote report, researched MIDI

✓ **Individual hourly contribution**

- ❖ Darren - 2
- ❖ Brittany - 2
- ❖ Wallace - 2
- ❖ John - 2
- ❖ Dustin - 2