WEEKLY REPORT

Group name : MAY2014-07	Date: September 30, 2013
Client/Advisor: Dr. Daniels	
Attendees/Role Arielle Czalbowski/Communicator Piriya Hall/Project Manager Albert Kurniawan/Analyst Wanting Zhao/Systems	

ACCOMPLISHMENTS FOR PAST WEEK

WHAT	WHO	WHEN
The location for the 3D printer has been determined, and we have decided how we want to utilize the carts we have and space in order to store the printer.	Team 06, Team 07	9/23/13
We have determined that Team 06 and Team 07 should be working together and communicating with each other, and we have decided to utilize our time at the end of our 491 class in order to touch base and collaborate our ideas and decisions.	Team 06's leader, Piriya	9/23/13
The code that we have been provided with has functionality, and we will be able to examine the code and see what we have in order to determine our next steps in the coding requirements process.	Team 07	9/23/13

PLAN FOR COMING WEEK/INDIVIDUAL TASKS

WHAT	WHO	WHEN
Make progress on the Project Plan, and conduct required interviews and perform adequate research to complete the project plan to the correct specification.	Arielle	10/07/13
Contact our client in order to find out the specifications of how our code since our client recently got the code working and set up a meeting in order to view the working code.	Piriya	10/07/13
Albert has not showed up for our meeting, and therefore we	Albert	10/07/13

can not discuss his progress and tasks. He will need to be caught up on what we have done over the past week.		
Wanting is out of the country for this week, and therefore we cannot easily discuss her progress and issues. We will have to update her on what we have done for the past week	*Wanting*	*10/07/13*

PENDING ISSUE

ISSUE	RESPONSIBILITY
Albert has not been attending weekly meetings in spite of knowing when our meetings are and verbally acknowledging them. We need to speak to him about his recent inability to make team meetings, and whether we need to make changes to our meeting time in order to accommodate his schedule and foster attendance.	*Piriya Hall*
The code for the robot is in working condition, but we have not yet seen the code's functionality. We need to set up a meeting to see the code run so that we can further understand how the project works.	*Piriya Hall*
We have not had enough time yet to examine the code that we have been sent, and time needs to be created in order to sit down with the code, examine its functionality, and raise any questions that we may have.	*Arielle, Piriya, Wanting, Albert*

INDIVIDUAL HOURLY CONTRIBUTION

NAME	HOURS
Arielle	*2*
Piriya	*2*
Albert	*1*
Wanting	*1*