

## **WEEKLY REPORT**

|   |                        |
|---|------------------------|
| <b>Group:</b> May14_13  | <b>Date:</b> 12/2/2013 |
| <b>Client/Advisor:</b> Kathryn Stolee   |                        |
| <b>Attendees/Role:</b> Cole Groff, Carl Chapman, Cody Hoover, Kaitlin McAbee, Trevor Lund |                        |

| <b>Past week accomplishments</b>      |                        |                     |                    |
|---------------------------------------|------------------------|---------------------|--------------------|
| <b>What</b>                           | <b>Who</b>             | <b>When</b>         |                    |
| refining website                      | Cody                   | 11/27               |                    |
| complete system control               | Carl                   | 11/27               |                    |
| website                               | Trevor                 | 11/27               |                    |
| start presentation                    | Cole                   | 11/27               |                    |
| Database                              | Kaitlin                | 11/27               |                    |
| <b>Plan for coming week</b>           |                        |                     |                    |
| <b>What</b>                           | <b>Who</b>             | <b>When</b>         |                    |
| Presentation                          | All                    | 12/9                |                    |
| Reformat database inputs              | Kaitlin                | 12/9                |                    |
| <b>Pending issues</b>                 |                        |                     |                    |
| <b>Description</b>                    | <b>Action</b>          | <b>Target date</b>  | <b>Actual Date</b> |
|                                       |                        |                     |                    |
| <b>Name</b>                           | <b>Responsibility</b>  | <b>Planned date</b> | <b>Actual date</b> |
| Kaitlin McAbee                        | Weekly Report 14       | 12/9                |                    |
| <b>Individual hourly contribution</b> |                        |                     |                    |
| <b>Name</b>                           | <b>Number of Hours</b> | <b>%</b>            |                    |
| Carl Chapman                          | 4                      | 20                  |                    |
| Cody Hoover                           | 4                      | 20                  |                    |
| Cole Groff                            | 4                      | 20                  |                    |
| Kaitlin McAbee                        | 4                      | 20                  |                    |
| Trevor Lund                           | 4                      | 20                  |                    |
| Total                                 | 20                     | 100                 |                    |

## **Write more detail report**

We met and discussed the current state of the project. We discussed what needed to be done before the presentation on the 9th. We set up a time to meet to work on the presentation and to practice it as well.