

WEEKLY REPORT

Group: May14_13	Date: 06/13/2013
Client/Advisor: Kathryn Stolee	
Attendees/Role: All attended meeting	

Past week accomplishments			
What	Who	When	
Meeting with Advisor	all	Week 2	
Arrange meeting time	all	Week 2	
Think of a name	all	Week 2	
Plan for coming week			
What	Who	When	
Break down project into subtasks, and claim roles	all	Next meeting	
Pending issues			
Description	Action	Target date	

Consider desired contributor role	Share with group	10/18/2013	
Individual contribution			
Name	Responsibility	Planned date	Actual date
Carl Chapman	Weekly Report 2	06/13	06/13
Individual hourly contribution			
Name	Number of Hours	%	
Carl Chapman	1	20	
Cody Hoover	1	20	
Cole Groff	1	20	
Kaitlin McAbee	1	20	
Trevor Lund	1	20	

Write more detail report

After a constructive meeting with our advisor, we have gained a lot of understanding about what she wants us to do for this project. Over the coming week, we are going to consider how we would like to contribute to the project and work on breaking down the work at our next meeting.