

Group number: May1709

Project title: SI Attendance Tracking

Client &/Advisor: Client: ISU Academics Success Center – Jennifer Gibbs

Team Members/Role: Team Leader: Jon Haut, Team Webmaster: Leo Southwick, Team Communication Leader: Dave Lowry, Team Key Concept Holder: Levi Partidge, Sam Christy, Xirui Wei

○ **Weekly Summary**

This week we finalized our project and project members. We had our first meeting where we assigned team roles, made our group email, and contacted our client. A meeting with our client has been scheduled for Monday, September 12, 2016 where we will receive more details on the tasks of the project. Following the meeting with the client we plan to search for an official advisor.

○ **Past week accomplishments (please describe as what was done, by whom, when)**

- Jon Haut: Emailed contact at meeting
- Leo Southwick: Created group email
- All members: attend first meeting

○ **Pending issues (if applicable)**

- Meet with Client Monday

○ **Individual contributions**

<u>NAME</u>	<u>Individual Contributions</u>	<u>Hours this week</u>	<u>HOURS cumulative</u>
All members	Attended meeting 1	0.5	0.5

○ **Plan for coming week**

- Meet with client - Monday
- Decide on an advisor – After meeting Monday
- Email advisor