**Date: 1/27/14**

|  |  |
| --- | --- |
| **Group Number and Name** | **December 13-14** |
| **Client/Advisor** | **Office of Sustainability/ Professor Mitra** |
| **Attendees/Role** | **Kyle Johnson, Adam Sunderman, Jared Cook, Fabian Briesmoore** |

# Past week accomplishments

What was done, who did it, and when it was done

|  |
| --- |
| * A Meeting with faculty advisor, Professor Mitra * B Contact information shared * C Contacted client to set up requirements meeting |

# Plan for coming week

What to do, who, and when should it be done

|  |
| --- |
| * A Kyle- look into different tooling software available for screen sketches, subversion, and task tracking * B * C |

# Pending Issues

|  |
| --- |
| * A Offer to change project to “Office of Sustainability Equipment Replacement Return on Investment Interactive Database” * B Decide upon meeting time with client * C |

# Individual Contributions

|  |
| --- |
| * A Each member provided contact information and schedules and offered insight during our first meeting with Professor Mitra. * B Adam contacted the client to schedule our first meeting. * C |

Individual hourly Contributions

|  |  |  |
| --- | --- | --- |
| **NAME** | **Hours this week** | **HOURS**  **Cumulative** |
| Kyle | 2 | 2 |
| Jared | 2 | 2 |
| Fabian | 2 | 2 |
| Adam | 2 | 2 |

# Comments and extended discussions: