**Date: 1/31/14**

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| **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

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| * A All team members had initial meeting with the client (set up by Adam) for both the swap site and the equipment management project to gather initial requirements. 1/29 * B All team members meeting with faculty advisor, Professor Mitra on 1/30. Resulting from this meeting, the decision was made to stick with the swap site. * C Kyle completed an application to get access to tooling software from Atlassian on 1/28 * D The team met on 1/29 and developed a list of actors and a list of questions for the client. |

# Plan for coming week

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

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| * A Kyle- Prioritize the questions for client list by 2/5 and examine past software senior design project documents by 2/6. * B Jared- organize current requirements into categories by 2/5 (potential 2nd client meeting) * C Adam- Contact client to set up 2nd requirements gathering meeting by 2/3. * D Fabian- Research different Ames area job boards to determine if there is a need for all encompassing job board that could be included in our site by 2/5. |

# Pending Issues

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| * A Client had the desire for working with the ISU bookstore for users to be able to sort textbooks by classes. ISU bookstore might not be willing to give access. (Also, how is 2 teacher teaching the same course but having 2 different textbooks handled?) * B Client had the desire for working with ISU Athletics calendar for convenient ticket searching. ISU Athletics might not be willing to give access. |

# Individual Contributions

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| * A Each member provided insight during our first client meeting on 1/29, bringing questions about scope and requirements. * B Adam handled the scheduling of the client meeting. |

Individual hourly Contributions

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| --- | --- | --- |
| **NAME** | **Hours this week** | **HOURS**  **Cumulative** |
| Kyle | 3 | 5 |
| Jared | 2 | 4 |
| Fabian | 2 | 4 |
| Adam | 2 | 4 |

# Comments and extended discussions:

I (Kyle) struggle with filling individual contributions because in the “Past Week’s Accomplishments” section, I talk about who accomplished a task as the subheading instructs.

(continued on next page)

We had informally defined roles last Thursday (1/23). This Thursday (1/30) we officially assigned the following roles:

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| **Name** | **Role** |
| Adam | Communicator |
| Fabian | Key Idea Holder |
| Jared | Webmaster |
| Kyle | Team Leader |