

Team Name: sddec21-04

Team Members: Andrew Goluch, Elisabeth Bair, Lucas Bell-Steckel, William Peng, Cavin Leeds, Thomas Hotard

Report Period: February 15-February 21

Summary of Progress in this Period

This last week we met to discuss our meeting with the advisor and client, as well as defined our team roles. We started work on the next two assignments, the lightning talk and the reflection.

Pending Issues

N/A. Client met with and next steps are defined.

Plans for Upcoming Reporting Period

- Set up Webex Monthly meetings and send out invites
 - Begin drafting Design Document v1
 - Communicate with client in the process of design to verify requirements are being met
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Individual contributions

Team member	Contribution	Weekly hours	Total hours
Andrew Goluch	Contributed to team meeting, collaborated on lightning talk requirements.	2	5

Senior Design Bi-Weekly Status Report; Spring 2021

Elisabeth Bair	Contributed to team meeting, set up agenda, contributed to the design document, helped team define roles (took on role as facilitator), discussed lightning talk requirements and brainstormed ideas.	4	8.5
Lucas Bell-Steckel	Attended the team meeting and contributed ideas. Worked on lightning talk slides and completed recommendation report	3.5	6.5
William Peng	Collaborated on lightning talk slides.	2	5
Cavin Leeds	Contributed to team meeting, collaborated on lightning talk requirements and set up the slides.	3	6
Thomas Hotard	Attended team meeting to plan and work on lightning talk presentation	2.5	5.5

Gitlab Activity summary

N/A