

Team Name: sddec21-04

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

Report Period: February 22-February 28

Summary of Progress in this Period

Our team started drafting the design document based on information from our faculty/client meeting as well as our weekly team meetings. We created a lightning talk on Requirements and Standards. The team created and assigned 6 roles during the individual reflection assignment.

Pending Issues

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

Plans for Upcoming Reporting Period

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Individual contributions

Team member	Contribution	Weekly hours	Total hours
Andrew Goluch	Worked on the assigned portion of the design document. Contributed to team weekly meeting, worked on lightning Talk and reflection	3	8

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Elisabeth Bair	Completed assigned portion of the design document (summary and introduction). Contributed some to other sections of the document. Facilitated team meeting on 2/22 including planning the lightning talk. Also completed team roles reflection assignment.	3.5	12
Lucas Bell-Steckel	Completed team roles reflection. Contributed to team weekly meetings and lightning talk assignments. Worked on the assigned portion of the design document.	2.5	9
William Peng	Completed team roles reflection. Contributed to team weekly meetings and lightning talk assignments. Worked on the assigned portion of the design document.	3	8
Cavin Leeds	Completed team roles reflection. Contributed to team weekly meetings and lightning talk assignment. Worked on assigned portion of the design document.	3	6
Thomas Hotard	Attended team meeting to plan next steps and record team lightning talk presentation. Worked on design document and team roles assignment	3	8.5

Gitlab Activity summary**N/A**