***CPRE 491 WEEKLY REPORT 1 Date: 1/30/17***

***Group number: 17***

***Project title: Interactive TV Dashboard***

***Client &/Advisor: Uavx / Swamy***

***Team Members &/Role: WIll Tangney Project Leader, Jacqueline Larin Communication, Marco Restaino Webmaster***

(*All the above information should be there in each weekly report. The format/color scheme etc need not be the same. However, please remove everything that is in bracket from your final submission. These are just part of the template and need not be a part of the report.)*

* **Weekly Summary (Short summary about what you did this week)**

We contacted our advisor and he told us to be contact our client. Our client’s email bounced back. We emailed our advisor to make sure we had the correct client email. We are waiting to hear back from the client.

* **Past week accomplishments (please describe as what was done, by whom, when or collectively as a group)**
* Team Member 1: Met with the team
* Team Member 2: Met with the team and sent out emails to advisor and client
* Team Member 3: Met with the team
* **Pending issues (if applicable)**
* Team Member 1: Meeting with client
* Team Member 2: Meeting with client
* Team Member 3: Meeting with client
* **Individual contributions**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **Individual Contributions** | **Hours this week** | **HOURS**  **cumulative** |
| Member 1 | .5 | .5 | .5 |
| Member 2 | 0.5 | 0.5 | 0.5 |
| Member 3 | .5 | 5 | 25 |
| Member 4 |  |  |  |

* **Comments and extended discussion**

We are unsure about the project goals so we can’t do much until we speak with the client. We are hoping we can meet later this week or next week. After the first meeting we will have arranged meetings with our advisor and client.

* **Plan for coming week (please describe as what, who, when)**
* Team Member 1: Will know after client meeting.
* Team Member 2: Will know after client meeting.
* Team Member 3: Will know after client meeting.
* **Summary of weekly advisor meeting (if applicable/optional)**

We were told to contact our client. He mentioned we should schedule weekly meetings with him and our client. During the first meeting with client we have goals for the project as well as weekly goals.

**Grading criteria**

Each weekly report is worth 10 points. Scores will be awarded as follows:

* **8 – 10**: Progress for your project seems to be suitable. Documentation and hours reported by team members are adequate.
* **6 – 8**: There is scope of improvement both in your report and your project progress. Can consult with instructor/TA after class for further inputs.
* **< 6**: Please talk to instructors/TA after class hours about any difficulties that you/your team is facing.