

	Weekly Team Task and Status Meeting Report	Report #1
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Team: SimSolutions	Meeting Date: 01/23/2008
Project Title: Inertial Navigation Data Simulator	
Team members present: David E Smith Ryan Raub Mike Kasper	On-time: David E Smith Ryan Raub Mike Kasper

Progress of Team Meetings

- a) last meeting(s): 01/17/2008
- b) next meeting(s): 01/30/2008
- c) Communication is satisfactory.

Last week's Tasks: Status

Task Title: First Client Contact	Task Initiation: 01/22/2008	Due Date: 01/22/2008	Status: Complete
Who (%): David (80%), Ryan (10%), Mike (10%)			
Description: Write an e-mail to the sponsor introducing the team and setting up a meeting.			
Outcome/Progress: E-mail written and sent, no reply yet.			
Task Eval: Satisfactory			

This week's Tasks: Work plan

Task Title: Team Inventory	Task Initiation: 01/23/2008	Due Date: 01/25/2008	Status: In Progress
Who (%): David (40%), Ryan (30%), Mike (30%)			
Description: Descriptions, bios, and resumes for all team members.			

Timeline check:

- a) Team is on schedule.
- b) Website is not active; waiting for official web space from Dr Doerry.

Other Problems / Other Issues:

None at this time.