

	<h2>Weekly Team Task and Status Meeting Report</h2>	Report#: 14
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Team: Egg Men Industries	Meeting Date: May 5, 2011
Project Title: SCREEN3	
Team members present: Cyle Chad Ryan	On-time: Cyle Chad Ryan

Progress of Team Meetings

- a) last meeting(s): 05/02/2011, 2:00pm – 4:00pm, bldg. 69
- b) next meeting(s): 05/04/2011, 6:00pm – 10:00pm, Cline Library
- c) Communication Problems? None

Last week's Tasks: Status

Task Title: UGRADS Presentation (Final)	Task Initiation: 04/19/2011	Orig. Due Date: 04/29/2011	Status: COMPLETED
Description: Make edits to our dry run presentation to get it up to par for the UGRADS conference.			
Responsible for Task: <ul style="list-style-type: none"> • Chad (33%) • Cyle (33%) • Ryan (33%) 			
Outcome(s) and Progress: <ul style="list-style-type: none"> • Changes made, order reevaluated • Practice for the final presentation is scheduled for 4/28 • Sent to Dr. Li 			
Evaluation: We changed a few slides to make it flow better and not repeat itself as much. Also each of us are going to be reading different slides in order to reduce the transitions so we need to practice it a lot to get used to the new setup. A number of slides will need to be updated with the most recent website screenshots, reliant on Website CSS for completion.			

Task Title: Documentation	Task Initiation: 04/20/2011	Orig. Due Date: 04/30/2011	Status: DELAYED
Description: Ensure that our documentation is ready to be submitted, both at the system and code levels			
Responsible for Task: <ul style="list-style-type: none"> • Chad (33%) • Cyle (33%) • Ryan (33%) 			
Outcome(s) and Progress: <ul style="list-style-type: none"> • Code level documentation for graph and webstep 			
Evaluation: We have split up this task so that we all cover what we know best. We plan on doing this as a group on Friday while everything is still fresh in our minds so that we will be able to answer questions at the poster presentation adequately.			

Task Title: Website CSS	Task Initiation: 04/20/2011	Orig. Due Date: 04/28/2011	Status: COMPLETED
Description: Create a CSS page to give our website a better design			
Responsible for Task: <ul style="list-style-type: none"> • Ryan (100%) 			
Outcome(s) and Progress: <ul style="list-style-type: none"> • Basic format and locations handled • WebAWDM logo finalized 			
Evaluation: Functionality was our main concern leading up to the presentation, but now that we have most of that out of the way we will be able to focus on creating the CSS document on 4/28.			

Task Title: Final Report	Task Initiation: 04/28/2011	Orig. Due Date: 05/03/2011	Status: ON-TIME
Description: Create the Final Project Report to be handed in on Friday of reading week			
Responsible for Task: <ul style="list-style-type: none"> • Chad (33%) • Cyle (33%) • Ryan (33%) 			

Upcoming Tasks: Planning

N/A

Timeline check:

- a) Website Status: WebAWDM (UP TO DATE)
- b) Graphing (COMPLETE)
- c) Server Transfer (UP TO DATE)
- d) Presentation (UP TO DATE)

Other Problems / Other Issues: