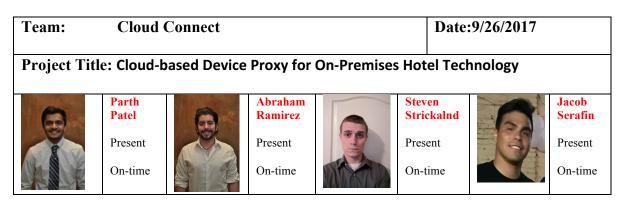
Weekly Team Task Report



Recent Meetings:

- 9/20/2017 with Group
- 9/26/2017 with Group

TASKS COMPLETED since last meeting:

Task Title: Team Standards	Task Initiation: 9/20/2017	Orig. Due Date: 9/21/2017	Status: Complete
Who (%): 25% Each member.			
Description: We contributed to the each s while other printed it out, organized it and		1 1	1 0
Expected Outcome: A document that lists t	he standards that o	ur team will hol	d ourselves to.

Task Title: Team Inventory	Task Initiation: 9/20/2017	Orig. Due Date: 9/21/2017	Status: Complete
Who (%): 25% Each member.			
Description: Each member contributed their of	own headshot and a d	escription about th	hemselves. Steven helped with
editing formatting.		_	_
Expected Outcome: A document with our tea	m member profiles.	The Document sho	ows our profiles with a face
picture to give our client a better understanding	g of who we are and l	et them know our	experiences related to the
project.			-

This week's Tasks: Work plan for coming week

Task Title: Team Website	Task Initiation: Build Index.html	Orig. Due Date: 09/27/2017	Status: In- Progress
Who (%): Two members will help with page live before due date.	n index.html page, w	hile the other two	will help with getting that
Description: : We have to create team website. There are some example on NAU Capstone site. There is also documentation that we will follow.			
Expected Outcome: Upon completion o	f this task, our team	website will go l	ive to the public.

Upcoming Tasks: Planning

Task Title: Meeting with	Who (%): 25% each	Rough Due Date: 10/02	
Client			
Description: Before we meet with our client we must have a set agenda. We will all discuss the most			
important topics that concern the project. Also come up with a list of questions/concerns to better			
understand the task being given to us.			

Task Title: Mini	Who (%): 25% each	Rough Due Date: 10/03	
Presentation			
Description: We must research about our client and what their company does. After researching the company create a powerpoint presentation with at least 14 slides that explain what the company does and what our objective with the company is. Presentations must last between 5-7 minutes and must be well			
presented and practiced.			

Other Problems / Other Issues:

N/A