





Weekly Team Task Report

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Team: Cloud Connect				Date: 9/26/2017			
Project Title: Cloud-based Device Proxy for On-Premises Hotel Technology							
	Parth Patel Present On-time		Abraham Ramirez Present On-time		Steven Strickalnd Present On-time		Jacob Serafin Present On-time

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 section of team standard paper. Two of member helped editing while other printed it out, organized it and dropped it off at Dr. Doerry's office.			
Expected Outcome: A document that lists the standards that our team will hold 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 own headshot and a description about themselves. Steven helped with editing formatting.			
Expected Outcome: A document with our team member profiles. The Document shows our profiles with a face picture to give our client a better understanding of who we are and let 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 index.html page, while the other two will help with getting that page live before due date.			
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 of this task, our team website will go live to the public.			

Upcoming Tasks: Planning

Task Title: Meeting with Client	Who (%): 25% each	Rough Due Date: 10/02
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 Presentation	Who (%): 25% each	Rough Due Date: 10/03
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