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|  | **Weekly Team Task Report** | **1** |

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| Team: S.A.R.C.I. | **Date: 9/21/2021** |
| **Project Title: Site Weather and Power Recorder** |
|  | **Dylan**PresentOn-time |  | **Randy**PresentOn-time |  | **Vidal**PresentOn-time |  | **Jabril**PresentOn-time |

### Recent Meetings:

* 9/19/2021 12:30pm @ Cline Library
* 9/21/2021 12:50pm @ Engineering Building First Floor

### TASKS COMPLETED since last meeting:

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| **Task Title:** head photo | **Task Initiation:** 9/19 @ 1:30pm | **Orig. Due Date:** 9/20 @ 5 pm | **Status:** COMPLETED 100% |
| **Who (%): Dylan (100%) Randy (100%) Vidal (100%) Jabril (100%)** |
| **Description:** Send 80x80 pixel picture of your head. |
| **Expected Outcome:** Send 80x80 pixel picture of each team members head to discord |

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| **Task Title:** Small Logo | **Task Initiation:** 9/19 @ 1:30pm | **Orig. Due Date:** 9/20 @ 12 am | **Status:** COMPLETED 100% |
| **Who (%): Randy (100%)** |
| **Description:** Make the small team logo as discussed in meeting. |
| **Expected Outcome:** 80x80 pixel team logo that team agrees on |

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| **Task Title:** Team Startup | **Task Initiation:** 9/19 @ 1:30pm | **Orig. Due Date:** 9/20 @ 5 pm | **Status:** COMPLETED 100% |
| **Who (%): Dylan (100%)** |
| **Description:** Make face sheet. Email client, mentor, and capstone professor. |
| **Expected Outcome:** Complete the entirety of “Team Startup” assignment |

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| **Task Title:** Large Logo | **Task Initiation:** 9/19 @ 1:30pm | **Orig. Due Date:** 9/23 | **Status:** IN-PROGRESS |
| **Who (%): Vidal (100%)** |
| **Description:** Make the large team logo as discussed in meeting |
| **Expected Outcome:** 160x160 and 320x320 pixel team logo that team agrees on |

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| **Task Title:** Create Team Website | **Task Initiation:** 9/19 @ 1:30pm | **Orig. Due Date:** 3 days after website goes live | **Status:** WAITING ON WEBSITE |
| **Who (%): Jabril (100%)** |
| **Description:** Make index.html page introducing the group and indicate the website is under construction |
| **Expected Outcome:** Complete the entirety of “Create Team Website” assignment |

### This week’s Tasks: Work plan for coming week

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| **Task Title:** Large Logo | **Task Initiation:** 9/19 @ 1:30pm | **Orig. Due Date:** 9/23 | **Status:** IN-PROGRESS |
| **Who (%): Vidal (100%)** |
| **Description:** Make the large team logo as discussed in meeting |
| **Expected Outcome:** 160x160 and 320x320 pixel team logo that team agrees on |

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| **Task Title:** Create Team Website | **Task Initiation:** 9/19 @ 1:30pm | **Orig. Due Date:** 3 days after website goes live | **Status:** WAITING ON WEBSITE |
| **Who (%): Jabril (100%)** |
| **Description:** Make index.html page introducing the group and indicate the website is under construction |
| **Expected Outcome:** Complete the entirety of “Create Team Website” assignment |

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| **Task Title:** Create Team Front Page | **Task Initiation:** 9/19 @ 1:30pm | **Orig. Due Date:** 9/23 | **Status:** IN-PROGRESS |
| **Who (%): Jabril (100%)** |
| **Description:** Create a professional document that introduces our team and project. This document will go at the beginning of an professional document that our team produces. |
| **Expected Outcome:** Create professional front page that the team all agree on. |

### Upcoming Tasks: Planning

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| **Task Title:** Team Standards Doc | **Who (%):** Equal Split | **Rough Due Date:** Next week |
| **Description:** We need to talk with our client before we can start on this assignment. That will happen on Thursday (9/23). After that we will better assign the task and put a real due date on the task. |

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| **Task Title:** Team Inventory | **Who (%):** Equal Split | **Rough Due Date:** Next week |
| **Description:** We need to talk with our client before we can start on this assignment. That will happen on Thursday (9/23). After that we will better assign the task and put a real due date on the task. |

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| **Task Title:** Mini-Lecture | **Who (%):** Equal Split | **Rough Due Date:** Next week |
| **Description:** We need to talk with our client before we can start on this assignment. That will happen on Thursday (9/23). After that we will better assign the task and put a real due date on the task. |

### Other Problems / Other Issues:

* There was a miscommunication on our first real meeting. We were unclear on where we were meeting and when. This issue has been cleared up as we meet later in the day and discussed what went wrong. We created a text group chat (with ¾ members) to help with last minute communication.