

Team Name: sdmay24-09

Team Members: Charlene Baes, Callie Bockart, Jason Kraisser, Leah Wamsley, Samantha Neri, Rachel Schnepf

Report Period: Aug 28 – Sep 17

Summary of Progress in this Period

- Met with client twice to discuss project requirements, implementation ideas, and we learned more about what Color Works does
 - Completed Team Contract and Preamble
 - Finished first draft of design document
 - Established healthy/effective practices for meetings to stay on topic and organized
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Pending Issues

- Possibly adding more to requirements in design document
 - TA advised we slowly do this throughout the next few weeks after meeting more with our clients
 - Add documentation to team website
 - Deciding when our next client meeting will be and notifying them
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Plans for Upcoming Reporting Period

- Next Sunday we will be completing “Requirements & Engg Standards Lightning Talk” and “Requirements, Constraints, and Engineering Standards Design Document Assignment”
 - Teams of two will start creating core services / requirements diagram for each plan that way next week we will start creating figma diagrams
 - o Basic membership plan (Bronze): Samantha and Jason
 - o 2nd membership Plan (Silver): Leah and Rachel
 - o 3rd membership Plan (Gold): Charlene and Callie
 - Have a team member upload the weekly meeting notes onto website during each Sunday meeting
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