

Group May1638

Weekly Report #1

Week 2 -- 09/01/15

Members

Kristin Clemens, Sophia Preston, Steff Bisinger, Megan Solleveld, Chris Read

Roles

Team Leads: Sophia Preston (Client/Advisor Contact), Kristin Clemens (Instructor Contact)

Team Webmaster: Chris Read

Team Communication Leads: Megan Solleveld, Kristin Clemens

Team Key Concept Holder: Steff Bisinger

Advisor: Doug Jacobson

Client: ISU Internet Technology Services

Progress

- ❖ Group mailing list created: may1626@iastate.edu
- ❖ Confirmed official creation of new group project with members listed above.
- ❖ Assigned team roles.
- ❖ Scheduled next two weeks' group meetings.

Plan

- ❖ Make contact with relevant ITS employees and create any necessary mailing lists for continued contact.
- ❖ Meet with advisor to refine the scope of the project and determine expected deliverables.

Pending Issues

- ❖ Project abstract not yet written; being worked on by advisor.

Individual Contributions

Hourly Contributions

Weekly

Cumulative

Kristin Clemens

3

3

Sophia Preston

2

2

Steff Bisinger

2

2

Megan Solleveld

2

2

Chris Read

2

2