

SE 491 WEEKLY REPORT 1

Date: 1/25/16

Group number: DEC1612

Project title: Green Your Residence

Client &/Advisor: Merry Rankin and Professor Samik Basu

Team Members/Role: Brianna Gerads, Daniel Cain, Guan Keng Lim

(All the above information should be there in each weekly report)

→ **Weekly Summary (Short summary about what you did this week)**

- ◆ We set up our email alias (dec1612@iastate.edu)
- ◆ We made contact with our client by email however she is out of office all of this week so we are unable to meet her until the following week.
- ◆ We have identified times that we have available together (Fridays 1-2pm and evenings after 4:30/5:30pm - depends on the day) so that we can plan future meetings

→ **Past week accomplishments (please describe as what was done, by whom, when)**

- ◆ Guan Keng Lim - Completed the HTML & CSS Tutorial (to refresh knowledge) on Codecademy
- ◆ Bri Gerads - set up file share and email, coordinated meeting with adviser and in contact with client, started weekly report

→ **Pending issues (if applicable)**

- ◆ Team roles have not been decided, as there is still a possibility of a fourth member joining the team.

→ **Individual contributions**

<u>NAME</u>	<u>Individual Contributions</u>	<u>Hours this week</u>	<u>HOURS cumulative</u>
Brianna Gerads	Coordinated emails/meetings, set up shared file for team documents, started weekly document	.75	#
Daniel Cain	Communicated with client about access to previous ISU Green Living projects.	.5	.5
Guan Keng Lim	Participated in completing Weekly Report 1	.5	.5

→ **Comments and extended discussion**

→ **Plan for coming week (please describe as what, who, when)**

- ◆ Team: Meet up with Merry Rankin
- ◆ Team: Have first team meeting
- ◆ Team: Meet up with Samik Basu

→ **Summary of weekly advisor meeting (if applicable/optional)**

We talked about our project and how we would like the semester to look like. We also talked about the upcoming design document.