Report Period: Aug 17-30

Summary of Progress in this Period

1. First Team Meeting on Tuesday (September 1st)
   a. Discussed time to meet with client
2. Met with Thomas Judge and Amanda Dropinski
   a. Discussed project requirements
   b. Set-up Bi-weekly meeting
   c. Assigned team leader (Bennett Ray)
   d. Discussed communication channels
3. Team file organization (Google Drive)

Pending Issues

1. Creating Github accounts if necessary
   a. Need to share accounts with Thomas
2. Setting up Github Board
   a. Need to share link with Amanda once it's created
3. Set up a meeting with Faculty Advisor

Plans for Upcoming Reporting Period

1. Plans for Bi-weekly report on Tuesday 3pm with client
   a. Review project requirements
   b. Next meeting will take place Sept. 15 at 3pm