Project Manager Meeting Agenda

# Team Member Sign In

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| Project Manager – Layout Designer – Content Editor –  | Photographer 1 – Photographer 2 – Custom Graphics Designer –  |

# Announcements/Upcoming

1. **College Fair SOU @ 9:15**
2. 10.4 (Tues) Volleyball vs Ashland (T) V @ 6:45 | JV @ 5:30
3. 10.5 (Wed) Boys Soccer vs Cascade Christian (T) V only @ 4:00
4. **10.6 (Thurs) Volleyball vs Springfield (H) V @ 6:45 | JV @ 5:30**
5. **10.6 (Thurs) JV Football vs Thurston (H) @ 5:00**
6. 10.7 (Fri) Football vs Thurston (T) V @ 7:00 | Frosh @ 4:00

# Team Goals/Ideas for the Week

# Project Check In

Each team member needs to share (1) the project(s) he/she worked on the *previous week*, current status of the project, and challenges faced; (2) the project(s) he/she will work on this week, goal for completion (time), needs to complete the project. **As the project manager, it’s your responsibility to fill this out.**

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| --- | --- |
| Layout Designer | Last Week |
| Project Title: |
| **WORKED ON:** |  |
| **CURRENT STATUS:** |  |
| **CHALLENGES:** |  |
| This Week |
| Project Title:(write same if continuing from previous week) |
| **TO DO:** |  |
| **TIME FOR COMPLETE:** |  |
| **NEEDS TO COMPLETE** |  |

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| Content Editor | Last Week |
| Project Title: |
| **WORKED ON:** |  |
| **CURRENT STATUS:** |  |
| **CHALLENGES:** |  |
| This Week |
| Project Title:(write same if continuing from previous week) |
| **TO DO:** |  |
| **TIME FOR COMPLETE:** |  |
| **NEEDS TO COMPLETE** |  |

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| Photographer 1 | Last Week |
| Project Title: |
| **WORKED ON:** |  |
| **CURRENT STATUS:** |  |
| **CHALLENGES:** |  |
| This Week |
| Project Title:(write same if continuing from previous week) |
| **TO DO:** |  |
| **TIME FOR COMPLETE:** |  |
| **NEEDS TO COMPLETE** |  |
| Photographer 2 | Last Week |
| Project Title: |
| **WORKED ON:** |  |
| **CURRENT STATUS:** |  |
| **CHALLENGES:** |  |
| This Week |
| Project Title:(write same if continuing from previous week) |
| **TO DO:** |  |
| **TIME FOR COMPLETE:** |  |
| **NEEDS TO COMPLETE** |  |

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| Custom Graphics Designer | Last Week |
| Project Title: |
| **WORKED ON:** |  |
| **CURRENT STATUS:** |  |
| **CHALLENGES:** |  |
| This Week |
| Project Title:(write same if continuing from previous week) |
| **TO DO:** |  |
| **TIME FOR COMPLETE:** |  |
| **NEEDS TO COMPLETE** |  |