Team Name Orange Comets   **DATE: 10-17**

Project Manager Meeting Agenda

Team Member Sign In

Project Manager – Kayliana Foster
Layout Designer – Kiefer Edwards yee yee
Content Editor – Leo Alvarez

Photographer 1 – Camino O'conor
Photographer 2 – Evangeline Mazzella
Custom Graphics Designer – Ally Ritchey

Announcements/Upcoming

1. **Homecoming Week Spirit Days & Activities**
   - Monday – Crazy Socks | Volleyball Madness @ 7
   - Tuesday – Twin Day | Volleyball V @ 6:45 JV @ 5:30 | Soccer V/JV @ 12 (Senior Game)
   - Wednesday – Blast from the Past | Powder Puff @ 7
   - Thursday – Disney Day
   - Friday – Pink Out | Football @ 7

Team Goals/Ideas for the Week

1. Finish ALL spreads.

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.**

Layout Designer		Last Week
	Project Title:	Powderpuff
	WORKED ON:	Creating layout for Powderpuff spread.
	CURRENT STATUS:	Done
	CHALLENGES:	None
		This Week
	Project Title: (write same if continuing from previous week)	Homecoming / HILep
	TO DO:	Create layout for HOCO
	TIME FOR COMPLETE:	1 week
	NEEDS TO COMPLETE	Computer

Name: Kiefer

Name: Leo Alvarez   **Content Editor**

Last Week	
Project Title:	PowderPuff
WORKED ON:	Helping Layout Designer create PP spread
CURRENT STATUS:	Done
CHALLENGES:	None

This Week	
Project Title: (write same if continuing from previous week)	Homecoming / Spirit Week
TO DO:	Help L.D. create spread and begin inserting pics to Spirit week spread
TIME FOR COMPLETE:	1 week
NEEDS TO COMPLETE	Computer

Name: Caitlin O'Connor   **Photographer 1**

Last Week	
Project Title:	Student Life
WORKED ON:	Taking pics of students on campus
CURRENT STATUS:	Done
CHALLENGES:	None

This Week	
Project Title: (write same if continuing from previous week)	All Spreads (Hoco, SpiritWeek, PP, Volleyball)
TO DO:	Take pics of each spread event and upload them to Yearbook Avenue.
TIME FOR COMPLETE:	1 week
NEEDS TO COMPLETE	Camera

Photographer 2

Name: Evangeline Mavena

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

Custom Graphics Designer

Name: Ally Bitoney

Last Week	
Project Title:	PowderPuffing
WORKED ON:	Creating backgrounds and designs for PP
CURRENT STATUS:	Done
CHALLENGES:	None
This Week	
Project Title: Homecoming (write same if continuing from previous week)	
TO DO:	Create title and possible background for HoCo
TIME FOR COMPLETE:	1 week
NEEDS TO COMPLETE	Computer