

Team Name

DATE: 10-17

Project Manager Meeting Agenda

Team Member Sign In

Project Manager – Justice Bleser
 Layout Designer – Daisha
 Content Editor – Jacob

Photographer 1 – Mkeenna
 Photographer 2 – Hannah
 Custom Graphics Designer – Cameron

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.

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.**

Name: Daisha Layout Designer	Last Week	
	Project Title:	
	WORKED ON:	helped other groups
	CURRENT STATUS:	done
	CHALLENGES:	finding something to do
	This Week	
	Project Title: <small>(write same if continuing from previous week)</small>	
	TO DO:	help put fall assembly pics down
	TIME FOR COMPLETE:	fri day
	NEEDS TO COMPLETE	finish fall assembly

Name: <i>Sarab</i> Content Editor	Last Week	
	Project Title:	
	WORKED ON:	<i>/</i>
	CURRENT STATUS:	<i>/</i>
	CHALLENGES:	<i>finding something to do</i>
	This Week	
	Project Title: <small>(write same if continuing from previous week)</small>	
	TO DO:	<i>fall assembly page</i>
	TIME FOR COMPLETE:	<i>friday</i>
	NEEDS TO COMPLETE	<i>fall fun</i>

Name: <i>Mckenna</i> Photographer 1	Last Week This Week	
	Project Title:	
	WORKED ON:	<i>announcements for pictures</i>
	CURRENT STATUS:	<i>friday</i>
	CHALLENGES:	<i>more fall pics</i>
	This Week last week	
	Project Title: <small>(write same if continuing from previous week)</small>	
	TO DO:	<i>summer '16</i>
	TIME FOR COMPLETE:	<i>almost done</i>
	NEEDS TO COMPLETE	<i>none</i>

Name: *Forrester*

Photographer 2

Last Week

Project Title:

WORKED ON:

downloaded pics - to do list

CURRENT STATUS:

done

CHALLENGES:

didn't do much

This Week

Project Title:

(write same if continuing from previous week)

TO DO:

HOCO pics

TIME FOR COMPLETE:

Friday

NEEDS TO COMPLETE

Full pics

Name: *Cameron*

Custom Graphics Designer

Last Week

Project Title:

WORKED ON:

Summer '16 title

CURRENT STATUS:

done

CHALLENGES:

Sickness

This Week

Project Title:

(write same if continuing from previous week)

TO DO:

Full assembly & full titles

TIME FOR COMPLETE:

Friday

NEEDS TO COMPLETE

pics if down