

**Team Name** *Nuggets*  
**Project Manager Meeting Agenda**

**DATE: 10-24**

Team Member Sign In

Project Manager - *PK Mason*  
 Layout Designer - *Jimmi Mason*  
 Content Editor - *Samuel Bowen*

Photographer 1 - *Jaden Mason*  
 Photographer 2 - *Hughiee Crandall*  
 Custom Graphics Designer - *Nolan Taber*

Announcements/Upcoming

1. **Tuesday, 10.25 Boys Soccer (H) vs Eagle Point V @ 7:00 | JV @ 4:00**
2. **Tuesday, 10.25 Girls Soccer (T) vs Eagle Point V @ 7:00 | JV @ 4:00**
3. **Thursday, 10.27 JV Football (T) vs S. Medford @ 5:00**
4. **Thursday, 10.27 FR Football (H) vs Mazama @ 5:00**
5. **Thursday, 10.27 Cross Country MWL Championship (location unknown at this time)**

Team Goals/Ideas for the Week

- 1.
- 2.

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: <i>Jimmi</i> Layout Designer	<b>Last Week</b>	
	Project Title: <i>all layouts</i>	
	WORKED ON:	<i>finishing layouts</i>
	CURRENT STATUS:	<i>completed</i>
	CHALLENGES:	<i>Content editor difficulties</i>
	<b>This Week</b>	
	Project Title: <small>(write same if continuing from previous week)</small>	
	TO DO:	<i>Perfect things</i>
	TIME FOR COMPLETE:	<i>Ⓢ unsure</i>
	NEEDS TO COMPLETE	<i>nothing</i>



Name: <b>Sammiel</b>	Content Editor	Last Week	
		Project Title:	
		WORKED ON:	getting pics from xc coach
		CURRENT STATUS:	finished
		CHALLENGES:	getting coach to email us
	This Week		
	Project Title: <small>(write same if continuing from previous week)</small>		
	TO DO:	Perfect all layouts (maybe meet w custom graphic designer) <del>Mens soccer page</del>	
	TIME FOR COMPLETE:	unsure	
	NEEDS TO COMPLETE		

Name: <b>Jaden</b>	Photographer 1	Last Week	
		Project Title:	
		WORKED ON:	getting volleyball and xc pics
		CURRENT STATUS:	finished
		CHALLENGES:	getting xc coach to email
	This Week		
	Project Title: <small>(write same if continuing from previous week)</small>		
	TO DO:	unsure	
	TIME FOR COMPLETE:	↓	
	NEEDS TO COMPLETE		



