

**Team Name** *Orange Comets*  
**Project Manager Meeting Agenda**

**DATE: 10-24**

Team Member Sign In

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

Photographer 1 – *Caitlin O'Connell*  
 Photographer 2 – *Evangelina Mazzella*  
 Custom Graphics Designer – *Amy Ritchey*

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. Finish all spreads
2. make spreads look neat and organized

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>Kiefer Edwards</i> Layout Designer	<b>Last Week</b>	
	Project Title: <i>Homecoming</i>	
	WORKED ON:	<i>Finishing layout for HoCo</i>
	CURRENT STATUS:	<i>Done</i>
	CHALLENGES:	<i>None</i>
	<b>This Week</b>	
	Project Title: <i>All spreads</i> <small>(write same if continuing from previous week)</small>	
	TO DO:	<i>Help Content Editor finish <u>ALL</u> spreads</i>
	TIME FOR COMPLETE:	<i>1 week</i>
	NEEDS TO COMPLETE	<i>Computer</i>

Name: Leo Alvarez	Content Editor	Last Week	
		Project Title: Homecoming / Spirit Week	
		WORKED ON:	Helped layout Designer create spread and begin inserting pics to spirit week spread
		CURRENT STATUS:	75% complete
		CHALLENGES:	None
		This Week	
		Project Title: ALL Spreads (write same if continuing from previous week)	
		TO DO:	Insert pictures into all spreads
		TIME FOR COMPLETE:	1 week
		NEEDS TO COMPLETE	computer

Name: Caitlin O'connor	Photographer 1	Last Week	
		Project Title: ALL Spreads (HOCO, Spirit week, PP, volleyball)	
		WORKED ON:	Taking pics at each event and upload them to yearbook Avenue
		CURRENT STATUS:	Done
		CHALLENGES:	None
		This Week	
		Project Title: ALL Spreads (write same if continuing from previous week)	
		TO DO:	Cont. to upload pictures from last week
		TIME FOR COMPLETE:	3 days
		NEEDS TO COMPLETE	computer, camera

Name: <i>Evangeline Mazella</i>	Photographer 2	Last Week	
		Project Title: <i>See Photographer #1</i>	
		WORKED ON:	
		CURRENT STATUS:	
		CHALLENGES:	
		This Week	
		Project Title: (write same if continuing from previous week)	
		TO DO:	
		TIME FOR COMPLETE:	
		NEEDS TO COMPLETE	

Name: <i>Ally Ritney</i>	Custom Graphics Designer	Last Week	
		Project Title: <del>Homecoming</del> <i>Homecoming</i>	
		WORKED ON:	<i>Create title and possible background for HoCo</i>
		CURRENT STATUS:	<i>Done</i>
		CHALLENGES:	<i>None</i>
		This Week	
		Project Title: (write same if continuing from previous week)	
		TO DO:	<i>Make sure all custom graphics are uploaded to YFA.</i>
		TIME FOR COMPLETE:	<i>3 days</i>
		NEEDS TO COMPLETE	<i>computer</i>