

Team Name

White Boards

DATE: 10-24

Project Manager Meeting Agenda

Team Member Sign In

Project Manager – Kooper
Layout Designer – Daisha
Content Editor – MV

Photographer 1 – Aranna Regalado
Photographer 2 – Raquel Mason
Custom Graphics Designer – Mason

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 Football spreads
2. stay productive

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: <u>Daisha</u> | Layout Designer | Last Week | |
| | | Project Title: | <u>N/A</u> |
| | | 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: Mason Vraes | Content Editor | Last Week | |
| | | Project Title: Content Editor | |
| | | WORKED ON: | Football pages |
| | | CURRENT STATUS: | Almost done |
| | | CHALLENGES: | right content |
| | | This Week | |
| | | Project Title: <small>(write same if continuing from previous week)</small> | |
| | | TO DO: | put in new senior photos, complete every thing |
| | | TIME FOR COMPLETE: | Till deadline ↑ |
| | | NEEDS TO COMPLETE | |

| | | | |
|----------------------|----------------|--|--------------------------------|
| Name: Hanna Regalado | Photographer 1 | Last Week | |
| | | Project Title: | |
| | | WORKED ON: | Band pics |
| | | CURRENT STATUS: | getting more pics |
| | | CHALLENGES: | ↓ |
| | | This Week | |
| | | Project Title: <small>(write same if continuing from previous week)</small> | |
| | | TO DO: | get about a few more band pics |
| | | TIME FOR COMPLETE: | Deadline |
| | | NEEDS TO COMPLETE | 2 weeks |

Name: _____

Photographer 2

| Last Week | |
|---|--------------------------------|
| Project Title: | |
| WORKED ON: | Band Pics |
| CURRENT STATUS: | getting more ↓ |
| CHALLENGES: | |
| This Week | |
| Project Title: (write same if continuing from previous week) | |
| TO DO: | get about a few more band pics |
| TIME FOR COMPLETE: | dead line |
| NEEDS TO COMPLETE | 2 weeks |

Name: **Mason Preshey**

Custom Graphics Designer

| Last Week | |
|---|---------------------|
| Project Title: | |
| WORKED ON: | New spreads |
| CURRENT STATUS: | working |
| CHALLENGES: | 2 spreads this week |
| This Week | |
| Project Title: (write same if continuing from previous week) | |
| TO DO: | Spreads |
| TIME FOR COMPLETE: | 2 days |
| NEEDS TO COMPLETE | 2 days |