

Team Name **NUGGETS**

Date: _____

Project Manager Meeting Agenda

Team Member Sign In

Project Manager - **Rosal**
Layout Designer - **Jimmi**
Content Editor - **Summer Bowen**

Photographer 1 - **Jaden**
Photographer 2 - **Meghan**
Custom Graphics Designer - **Nolan Tabor**

Announcements/Upcoming

1. **College Fair SOU @ 9:15**
2. 10.4 (Tues) Volleyball vs Ashland (T) V @ 6:45 | JV @ 5:30
3. 10.5 (Wed) Boys Soccer vs Cascade Christian (T) V only @ 4:00
4. **10.6 (Thurs) Volleyball vs Springfield (H) V @ 6:45 | JV @ 5:30**
5. **10.6 (Thurs) JV Football vs Thurston (H) @ 5:00**
6. 10.7 (Fri) Football vs Thurston (T) V @ 7:00 | Frosh @ 4:00

Team Goals/Ideas for the Week

1. **Start coming up with ideas for layouts**
- 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.**

Last Week	
Project Title:	
WORKED ON:	layouts
CURRENT STATUS:	finished one
CHALLENGES:	teampics for sports
This Week	
Project Title: (write same if continuing from previous week)	
TO DO:	change up the soccer & volleyball layouts
TIME FOR COMPLETE:	maybe a week
NEEDS TO COMPLETE	all the layouts

Content Editor	Last Week	
	Project Title:	
	WORKED ON:	helped layout designer
	CURRENT STATUS:	same
	CHALLENGES:	emailing the coaches
	This Week	
	Project Title: (write same if continuing from previous week)	
	TO DO:	same
	TIME FOR COMPLETE:	maybe a week
	NEEDS TO COMPLETE	

Photographer 1	Last Week	
	Project Title:	
	WORKED ON:	some pics
	CURRENT STATUS:	need more
	CHALLENGES:	none
	This Week	
	Project Title: (write same if continuing from previous week)	
	TO DO:	same
	TIME FOR COMPLETE:	↓
	NEEDS TO COMPLETE	

Photographer 2	Last Week	
	Project Title:	
	WORKED ON:	same as 1
	CURRENT STATUS:	↓
	CHALLENGES:	
	This Week	
	Project Title: (write same if continuing from previous week)	
	TO DO:	same as 1
	TIME FOR COMPLETE:	
	NEEDS TO COMPLETE	↓

Custom Graphics Designer	Last Week	
	Project Title:	
	WORKED ON:	designs for soccer
	CURRENT STATUS:	↓
	CHALLENGES:	none
	This Week	
	Project Title: (write same if continuing from previous week)	
	TO DO:	watch tutorials, make designs
	TIME FOR COMPLETE:	week or so
	NEEDS TO COMPLETE	designs