

Team Name ORANGE COMETS

Date: 10/3/16

Project Manager Meeting Agenda

Team Member Sign In

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

Photographer 1 – caithn Ocomor
 Photographer 2 –
 Custom Graphics Designer – Ally Ritchey

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. Get your projects done ON TIME
2. Create a dope spread for HeMan

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.**

Layout Designer	Last Week	
	Project Title:	<u>Spirit Week</u>
	WORKED ON:	<u>Create layout for spirit week</u>
	CURRENT STATUS:	<u>Done</u>
	CHALLENGES:	<u>Creating layout w/o pres</u>
	This Week	
	Project Title:	<u>He man</u> <small>(write same if continuing from previous week)</small>
	TO DO:	<u>Create spread</u>
	TIME FOR COMPLETE:	<u>1 week</u>
	NEEDS TO COMPLETE	<u>Computer</u>

Content Editor	Last Week	
	Project Title: Spirit Week	
	WORKED ON:	Colaborating w/ Kiefer to create layout for spirit week
	CURRENT STATUS:	DONE
	CHALLENGES:	Creating spread w/o pics
	This Week	
	Project Title: Heman (write same if continuing from previous week)	
	TO DO:	Colab w/ Kiefer and create spread for the Heman game / insert backgrounds to spiritweek spread
	TIME FOR COMPLETE:	1 week
	NEEDS TO COMPLETE	Computer

Photographer 1	Last Week	
	Project Title: Student Life	
	WORKED ON:	Taking pics of students on campus
	CURRENT STATUS:	Working on
	CHALLENGES:	None
	This Week	
	Project Title: Student Life (write same if continuing from previous week)	
	TO DO:	Taking pics editing of students on campus
	TIME FOR COMPLETE:	TBD
	NEEDS TO COMPLETE	Camera

Photographer 2

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

Custom Graphics Designer

Last Week	
Project Title:	Spirit week
WORKED ON:	Created backgrounds and titles for spirit week spread.
CURRENT STATUS:	DONE
CHALLENGES:	None
This Week	
Project Title:	Heman
(write same if continuing from previous week)	
TO DO:	Create a "Tie-Dye" background w/ a bold font for Title
TIME FOR COMPLETE:	1 week
NEEDS TO COMPLETE	Computer