

Team Name WHITE BOARDS

Date: _____

Project Manager Meeting Agenda

Team Member Sign In

Project Manager –

Layout Designer –

Content Editor –

Mason Vrames

Photographer 1 –

Photographer 2 –

Custom Graphics Designer –

Annamaria Regalado
Rayna Rendon
Mason Preshey

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. stay on task
2. fill open spot

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	
Layout Designer	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		

Content Editor

Last Week

Project Title:

WORKED ON:

Didn't have a layout or pictures

CURRENT STATUS:

Pat'tent

CHALLENGES:

getting content

This Week

Project Title:

(write same if continuing from previous week)

TO DO:

keep everyone on track, fill open spot,
stay on schedule

TIME FOR COMPLETE:

~~Friday~~ Thursday

keeper

NEEDS TO COMPLETE

All done ↑

Photographer 1

Last Week

Project Title:

WORKED ON:

Get more pics of FB

CURRENT STATUS:

only have JV pics

CHALLENGES:

Get all pics of all teams

This Week

Project Title:

(write same if continuing from previous week)

TO DO:

Get pics of FM FB

TIME FOR COMPLETE:

Next week

NEEDS TO COMPLETE

Next week

Photographer 2

Last Week	
Project Title:	
WORKED ON:	got varsity, JV fb pics
CURRENT STATUS:	have pictures of JV, varsity
CHALLENGES:	get pics of freshman.
This Week	
Project Title: <small>(write same if continuing from previous week)</small>	
TO DO:	we need pic of freshman fb
TIME FOR COMPLETE:	next week
NEEDS TO COMPLETE	next week

Custom Graphics Designer

Last Week	
Project Title:	
WORKED ON:	3 spreads
CURRENT STATUS:	working on 2 spreads
CHALLENGES:	Finish 5 this week
This Week	
Project Title: <small>(write same if continuing from previous week)</small>	
TO DO:	Finish spreads
TIME FOR COMPLETE:	5 days
NEEDS TO COMPLETE	this week