

Project Manager Meeting Agenda

Team Member Sign In

Project Manager – Justice Bleser
 Layout Designer – Darshna
 Content Editor – Jacobo Tovar

Photographer 1 – Hannah
 Photographer 2 – Mckenzie
 Custom Graphics Designer – Cameron Savage

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. Attending Events for the week.
2. Finish spreads

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:	
	WORKED ON:	<u>Summer '16, East coast trip, fall fun</u>
	CURRENT STATUS:	<u>finished except for titles</u>
	CHALLENGES:	<u>none</u>
	This Week	
	Project Title: <small>(write same if continuing from previous week)</small>	
	TO DO:	<u>Fall assembly</u>
	TIME FOR COMPLETE:	<u>Thursday</u>
	NEEDS TO COMPLETE	<u>Ø</u>

Content Editor	Last Week	
	Project Title:	
	WORKED ON:	helped daron w/ layouts
	CURRENT STATUS:	east coast, summer no, fall fun are finished
	CHALLENGES:	none
	This Week	
	Project Title: (write same if continuing from previous week)	
	TO DO:	write out titles
	TIME FOR COMPLETE:	before week is over
	NEEDS TO COMPLETE	⓪

Photographer 1	Last Week	
	Project Title:	
	WORKED ON:	Student life photos/ football game
	CURRENT STATUS:	took a few pictures
	CHALLENGES:	Tough to get pics of game
	This Week	
	Project Title: (write same if continuing from previous week)	
	TO DO:	Get pics of summer '16
	TIME FOR COMPLETE:	Friday
	NEEDS TO COMPLETE	more fall activity pictures

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

Custom Graphics Designer	Last Week	
	Project Title:	
	WORKED ON:	clipping mask / text overlay
	CURRENT STATUS:	finished required assignments
	CHALLENGES:	no headphones
	This Week	
	Project Title: (write same if continuing from previous week)	
	TO DO:	design titles
	TIME FOR COMPLETE:	friday
	NEEDS TO COMPLETE	