

Team Name *Orange Comets*
Project Manager Meeting Agenda

DATE: 10-31

Team Member Sign In

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

Photographer 1 – *Paula Cravitt*
 Photographer 2 – *Evangelin Mazzola*
 Custom Graphics Designer – *Amy Ritchey*

Announcements/Upcoming

1. Tuesday 11-1 – meet with Sinks – Orange Comets and the Whiteboards
2. Wednesday 11-2 – meet with Sinks – the Nuggets and WWIFATM
3. **Fall Spreads are due: 11-17**

Team Goals/Ideas for the Week

1. Finish all spreads before deadline
2. Have fun

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: <i>Kiefer Edwards</i> Layout Designer	Last Week	
	Project Title:	_____
	WORKED ON:	
	CURRENT STATUS:	
	CHALLENGES:	
	This Week	
	Project Title:	<i>All Spreads</i> <small>(write same if continuing from previous week)</small>
	TO DO:	<i>Help content editor complete spreads</i>
	TIME FOR COMPLETE:	<i>1 week (17 days)</i>
	NEEDS TO COMPLETE	<i>computer</i>

Name: Leo Alvarez	Content Editor	Last Week	
		Project Title: _____	
		WORKED ON:	
		CURRENT STATUS:	
		CHALLENGES:	
		This Week	
		Project Title: All spreads (write same if continuing from previous week)	
		TO DO:	Complete spreads: insert pics and graphic designs
		TIME FOR COMPLETE:	1 week (17 days)
		NEEDS TO COMPLETE	computer

Name: Caitlin Oconnor	Photographer 1	Last Week	
		Project Title: _____	
		WORKED ON:	
		CURRENT STATUS:	
		CHALLENGES:	
		This Week	
		Project Title: Student Life (write same if continuing from previous week)	
		TO DO:	Take pictures of student life on campus
		TIME FOR COMPLETE:	TBA
		NEEDS TO COMPLETE	camera

Name: <i>Evangelina Mazella</i>	Photographer 2	Last Week	
		Project Title: _____	
		WORKED ON:	
		CURRENT STATUS:	
		CHALLENGES:	
		This Week	
		Project Title: <i>See Photographer 1</i> <small>(write same if continuing from previous week)</small>	
		TO DO:	↓
		TIME FOR COMPLETE:	
		NEEDS TO COMPLETE	

Name: <i>Alleey Ritchey</i>	Custom Graphics Designer	Last Week	
		Project Title: _____	
		WORKED ON:	
		CURRENT STATUS:	
		CHALLENGES:	
		This Week	
		Project Title: <i>Graphic Designs (Final)</i> <small>(write same if continuing from previous week)</small>	
		TO DO:	<i>Collaborate w/ layout designer and Content Editor to make sure graphic designs fit in spreads</i>
		TIME FOR COMPLETE:	<i>1 week (17 days)</i>
		NEEDS TO COMPLETE	<i>Computer w/ photoshop</i>