

white boards

Team Name

DATE: 10-31

Project Manager Meeting Agenda

Team Member Sign In

Project Manager – *Wood*
Layout Designer –
Content Editor – *Mason Vraus*

Photographer 1 – *Arianna Regalade*
Photographer 2 –
Custom Graphics Designer – *Mason Presley*

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. *Make great progress*
2. *Stay focused*

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: Layout Designer	Last Week	
	Project Title:	
	WORKED ON:	
	CURRENT STATUS:	
	CHALLENGES:	
	This Week	
	Project Title: <small>(write same if continuing from previous week)</small>	
	TO DO:	
	TIME FOR COMPLETE:	
	NEEDS TO COMPLETE	

Name: <i>Mason / raws</i>	Content Editor	Last Week	
		Project Title: <i>Fall Football, band</i>	
		WORKED ON:	<i>Football pages</i>
		CURRENT STATUS:	<i>almost done</i>
		CHALLENGES:	<i>time / creativity</i>
		This Week	
		Project Title: <small>(write same if continuing from previous week)</small> <i>same</i>	
		TO DO:	<i>spice it up</i>
		TIME FOR COMPLETE:	<i>deadline</i>
		NEEDS TO COMPLETE	

Name: <i>Avianne Regalado</i>	Photographer 1	Last Week	
		Project Title:	
		WORKED ON:	<i>uploading pic</i>
		CURRENT STATUS:	<i>have a little bit of pics</i>
		CHALLENGES:	<i>getting #'s of pics</i>
		This Week	
		Project Title: <small>(write same if continuing from previous week)</small>	
		TO DO:	<i>get band pics</i>
		TIME FOR COMPLETE:	<i>whole week</i>
		NEEDS TO COMPLETE	<i>Next week</i>

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

Custom Graphics Designer	Last Week	
	Project Title: <i>Football spreads</i>	
	WORKED ON:	<i>Football Spreads</i>
	CURRENT STATUS:	<i>2 finished</i>
	CHALLENGES:	<i>Backgrounds</i>
	This Week	
	Project Title: <small>(write same if continuing from previous week)</small> <i>Same</i>	
	TO DO:	<i>Football spreads</i>
	TIME FOR COMPLETE:	<i>This week</i>
	NEEDS TO COMPLETE	<i>This week</i>