

Team Name WWIFATM
Project Manager Meeting Agenda

DATE: 10-31

Team Member Sign In

Project Manager – Justice Blesev Photographer 1 – Mckenna
 Layout Designer – DaiSha Photographer 2 – Nathan
 Content Editor – Jacob Custom Graphics Designer – Cameron

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. lay down more pictures
2. Take more pictures.

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: <u>DaiSha</u> Layout Designer	Last Week	
	Project Title:	
	WORKED ON:	placing pictures
	CURRENT STATUS:	Good -
	CHALLENGES:	having enough pictures
	This Week	
	Project Title: <small>(write same if continuing from previous week)</small>	
	TO DO:	Finish placing pictures
	TIME FOR COMPLETE:	Friday.
	NEEDS TO COMPLETE	Ø goes above and beyond.

Name: Jacob Tovar	Content Editor	Last Week	
		Project Title:	
		WORKED ON:	laying pictures
		CURRENT STATUS:	not enough done.
		CHALLENGES:	smaller photos
		This Week	
		Project Title: (write same if continuing from previous week)	
		TO DO:	split spreads w daisies
		TIME FOR COMPLETE:	friday
		NEEDS TO COMPLETE	more photos laid down

Name: McKenna	Photographer 1	Last Week	
		Project Title:	
		WORKED ON:	Getting pictures Summer '16
		CURRENT STATUS:	Still have 8
		CHALLENGES:	Getting the pictures
		This Week	
		Project Title: (write same if continuing from previous week)	
		TO DO:	Continue getting pictures for S'16 - halloween, playoffs?
		TIME FOR COMPLETE:	friday.
		NEEDS TO COMPLETE	Getting Summer '16 pics.

Name: Hannah

Photographer 2

Last Week

Project Title:

WORKED ON:

Senior night - football

CURRENT STATUS:

done

CHALLENGES:

Choir and pictures

This Week

Project Title:

(write same if continuing from previous week)

TO DO:

Playoffs? Halloween

TIME FOR COMPLETE:

Friday

NEEDS TO COMPLETE

Need more fall pictures

Name: Cameron

Custom Graphics Designer

Last Week

Project Title:

WORKED ON:

fall fun title

CURRENT STATUS:

finished

CHALLENGES:

finding font

This Week

Project Title:

(write same if continuing from previous week)

TO DO:

finish all titles, make fun designs

TIME FOR COMPLETE:

Friday

NEEDS TO COMPLETE

Ø - help lay photos