

TEAM NAME: *Mugglets*

DATE: 9.26.2016

Project Manager Meeting Agenda

Team Member Sign In

Project Manager – *RK*
 Layout Designer –
 Content Editor – *SB*

Photographer 1 – *Jm*
 Photographer 2 – *KL*
 Custom Graphics Designer – *NT*

Announcements/Upcoming

1. 9.27 (Tues) Volleyball vs Marist (H) V @ 6:45 | JV1/JV2 @ 5:30
2. 9.29 (Thurs) Football JV vs EP (T) @ 5:00 Frosh FB vs Henley (H) @ 5:00
3. 9.29 (Thurs) Volleyball vs NE (H) V @ 5:45 | JV1/JV2 @ 4:30
4. 9.30 (Fri) Football V vs EP (H) @ 7:00

Team Goals/Ideas for the Week

1. *go to volley ball games*
2. *start layouts*

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	Project Title:	Start on layouts <i>Start on layouts</i>
	WORKED ON:	
	CURRENT STATUS:	
	CHALLENGES:	
	Project Title:	
	(write same if continuing from previous week)	
	TO DO:	<i>Start layouts for soccer, volleyball, and xc</i>
	TIME FOR COMPLETE:	<i>maybe a week</i>
NEEDS for COMPLETE	<i>Jimmi to not be absent</i>	

Content Editor	Project Title: help with layouts	
	WORKED ON:	
	CURRENT STATUS:	
	CHALLENGES:	
	Project Title: (write same if continuing from previous week)	
	TO DO:	get pics of soccer and xc from coaches, players, parents etc.
	TIME FOR COMPLETE:	around a week
	NEEDS TO COMPLETE	contact info

Photographer 1	Project Title: Pics of volleyball	
	WORKED ON:	
	CURRENT STATUS:	
	CHALLENGES:	
	Project Title: (write same if continuing from previous week)	
	TO DO:	get pictures
	TIME FOR COMPLETE:	a couple days
	NEEDS TO COMPLETE	camera

Photographer 2	Project Title: <u>Pics of volleyball</u>	
	WORKED ON:	
	CURRENT STATUS:	
	CHALLENGES:	
	Project Title: (write same if continuing from previous week)	
	TO DO:	<u>get pics</u>
	TIME FOR COMPLETE:	<u>a couple days</u>
	NEEDS TO COMPLETE	<u>camera</u>

Custom Graphics Designer	Project Title: <u>Start cool designs for page</u>	
	WORKED ON:	
	CURRENT STATUS:	
	CHALLENGES:	
	Project Title: (write same if continuing from previous week)	
	TO DO:	<u>make designs for soccer, vball, xc</u>
	TIME FOR COMPLETE:	<u>week</u>
	NEEDS TO COMPLETE	