

Team Name: Orange Comets

DATE: 9.26.2016

Project Manager Meeting Agenda

Team Member Sign In

Project Manager - Kayliana Foster
Layout Designer - Kiefer Edwards
Content Editor - Leo Alvarez

Photographer 1 - Caitlin Connor
Photographer 2 - Evangeline Mazella
Custom Graphics Designer - Ally Ritney

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. Choose themes for pages
2. Begin layout and custom designs.

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:	
	WORKED ON:	
	CURRENT STATUS:	
	CHALLENGES:	
	Project Title: Spirit Week (write same if continuing from previous week)	
	TO DO:	Start creating spread for spirit week
	TIME FOR COMPLETE:	1 week
	NEEDS TO COMPLETE	Computer

Content Editor	Project Title:	
	WORKED ON:	
	CURRENT STATUS:	
	CHALLENGES:	
	Project Title: Spirit Week (write same if continuing from previous week)	
	TO DO:	Talk and collaborate w/ Kiefer on layout
	TIME FOR COMPLETE:	1 week
NEEDS TO COMPLETE	—	

Photographer 1	Project Title:	
	WORKED ON:	
	CURRENT STATUS:	
	CHALLENGES:	
	Project Title: Student Life (practice) (write same if continuing from previous week)	
	TO DO:	Take pics of student life and practice shots for HoCo week
	TIME FOR COMPLETE:	1 week
NEEDS TO COMPLETE	Camera, Computer	

	TIME FOR COMPLETE:	1 week
	NEEDS TO COMPLETE:	Computer

Photographer 2	Project Title:	
	WORKED ON:	
	CURRENT STATUS:	
	CHALLENGES:	
	Project Title: Student + Life (prac.) (write same if continuing from previous week)	
	TO DO:	See Photographer 1
	TIME FOR COMPLETE:	↓
NEEDS TO COMPLETE		

Custom Graphics Designer	Project Title:	
	WORKED ON:	
	CURRENT STATUS:	
	CHALLENGES:	
	Project Title: Titles (write same if continuing from previous week)	
	TO DO:	Collab. w/ Kiefer and Leo on titles and themes for layouts
	TIME FOR COMPLETE:	1 week
NEEDS TO COMPLETE	Computer	