

UWIFATM

Team Name:

DATE: 9.26.2016

Project Manager Meeting Agenda

Team Member Sign In

Project Manager –

Layout Designer – *Daisha Smith*

Content Editor – *Jacob Lovat*

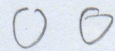
Photographer 1 – *Mckennalaine*

Photographer 2 – *Bannah MacLaren*

Custom Graphics Designer – *Cameron Savage*

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. *Spread to replace the HP commercial*
2. *new spread for fall 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.**

Layout Designer	Project Title:	<i>layout designer</i>
	WORKED ON:	<i>create a new fall layout</i>
	CURRENT STATUS:	<i>nothing</i>
	CHALLENGES:	<i>new ideas</i>
	Project Title:	
	<small>(write same if continuing from previous week)</small>	
	TO DO:	
	TIME FOR COMPLETE:	
NEEDS TO COMPLETE		

Content Editor	Project Title:	
	WORKED ON:	
	CURRENT STATUS:	
	CHALLENGES:	
	Project Title: (write same if continuing from previous week)	
	TO DO:	Arrange photos
	TIME FOR COMPLETE:	4 days
NEEDS TO COMPLETE	computer	

Photographer 1	Project Title:	
	WORKED ON:	taking photos
	CURRENT STATUS:	
	CHALLENGES:	work on taking pics in all 3 schools
	Project Title: (write same if continuing from previous week)	
	TO DO:	
	TIME FOR COMPLETE:	
NEEDS TO COMPLETE		

Photographer 2

Project Title:

WORKED ON:

Photo taking in all three school.

CURRENT STATUS:

CHALLENGES:

works on Photo taking in all three schools.

Project Title:

(write same if continuing from previous week)

TO DO:

TIME FOR COMPLETE:

NEEDS TO COMPLETE

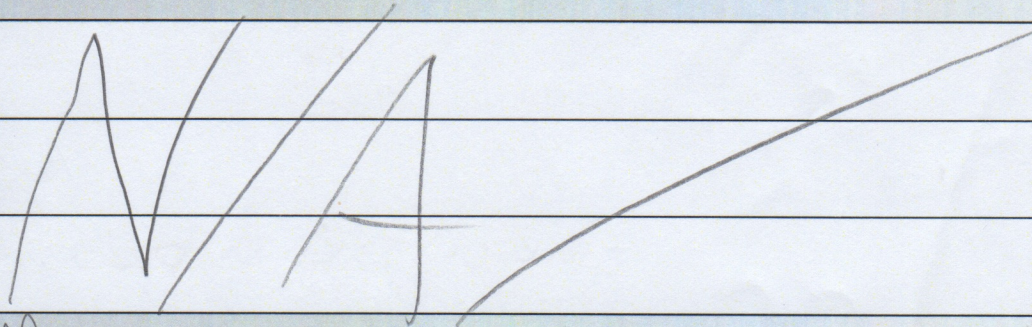
Custom Graphics Designer

Project Title:

WORKED ON:

CURRENT STATUS:

CHALLENGES:



Project Title: stuff.

(write same if continuing from previous week)

TO DO:

Create things

TIME FOR COMPLETE:

Till the pages are done

NEEDS TO COMPLETE

computer, time.