

	Done this week		Issues this week
	Time/Effort Tracking		Miscommunication w/ Messaging app
	Wrote requirments notes		Accounts Staff out of office; cannot start on website
	Create drawn prototype of basic flow		
	Requested a VM		
	Created effective team communication channel (GroupMe)		
	Created Trello for project planning		
	Repository for all project documents(GoogleDrive)		
	Planned for next week		Things needed
	Project Planning document 1st Draft		Team account to run website off of
	Project Synopsis		Team website
	Project Scheduling		
	Revised Protoype(POP)		
	Project Information Survey form		
	Process methodology definition		