

4-Up week - 6/8

<p><b>Progress:</b></p> <ul style="list-style-type: none"> <li>• This week we created our documents, agenda, risks, and 4-Up.</li> <li>• Filled out documents</li> </ul>	<p><b>This Week</b></p> <ul style="list-style-type: none"> <li>• We will be seeing our sponsor and the other SE senior project team on Tuesday. Questions will be asked.</li> <li>• Seeing Kurt on Thursday for questions on deployment.</li> <li>• Further brainstorming on environment and approach on project</li> <li>• Full discussion on methodology             <ul style="list-style-type: none"> <li>○ leaning toward iterative waterfall</li> </ul> </li> </ul> <p>Capture meeting notes</p>																											
<p><b>Risks and Metrics - log our work. Ex: documentation</b></p> <table border="1" data-bbox="191 877 764 1066"> <thead> <tr> <th>Risk</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Kurt not available</td> <td>RE is .5 weeks</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1" data-bbox="191 1102 764 1291"> <thead> <tr> <th>Metric</th> <th>This Week</th> <th>Last Week</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Risk	Notes	Kurt not available	RE is .5 weeks			Metric	This Week	Last Week							<p><b>Actions and Decisions</b></p> <table border="1" data-bbox="824 846 1398 1297"> <thead> <tr> <th>Item</th> <th>Assigned To</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Meet with Kurt</td> <td>whole Team</td> <td> </td> </tr> <tr> <td>Decide methodology</td> <td>Whole team</td> <td> </td> </tr> <tr> <td>Consult notes into documents</td> <td>Whole team</td> <td> </td> </tr> </tbody> </table>	Item	Assigned To	Notes	Meet with Kurt	whole Team		Decide methodology	Whole team		Consult notes into documents	Whole team	
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