

CPRE 491 WEEKLY REPORT

MAY15-25

Week 1 Report

Advisor: Lee Harker

Client: Lee Harkin / Department of Electrical and Computer Engineering

Project Title: CyLocker Access System (Name TBD)

Group Roles

Team Leader ->	Castek
Team WebMaster ->	Corey
Team Communicator ->	Lafferty
Team Key Concept ->	Priyank
Team Technical Leader ->	Mohammad

Weekly Summary

This past week we discovered our group project, founded the team, declared basic roles, and set up a (temporary) meeting time until a more formal time can be agreed upon.

Corey and Lafferty met with Lee and discussed when he would be available, as well as discussing a brief overview of the project.

Castek contacted Lee, sent out doodle to determine more formal meeting times. No times were found where all five of us could meet during the day (Lee runs a van pool, and is unable to meet in the afternoons excluding rare situations).

Meeting Minutes

No formal meeting, exchanged contact information, discussed team roles.

Team Roles:

Team Leader -> Castek
Team WebMaster -> Corey
Team Communicator -> Lafferty
Team Key Concept -> Priyank
Team Technical Leader -> Mohammad

Weekly Accomplishments

Setup Meeting with Lee
Assigned basic roles
Exchanged contact information
Started planning individual milestones
Setup basic project structure

Progress Impediments

Castek is having issues securing a room

Meeting Attendance & Hours

All members attended the (basic) meeting

All members worked for one hour this week on the project

Castek:	1,	(1)
Corey:	1,	(1)
Lafferty:	1,	(1)
Priyank:	1,	(1)
Mohammad:	1,	(1)

Weekly Plans

Setup formal meeting time

Begin isolating larger chunks of the project

Break things down

Assign individual weekly plans

Get ideas from Lee about shortcomings of previous projects