

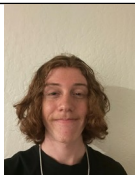

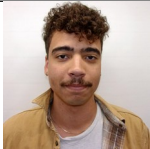


# Weekly Team Task Report

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<b>Team:</b> <b>Ares</b>				<b>Date:</b> 09/22/2022			
<b>Project Title:</b> <b>AirFlow Processing Pipeline</b>							
	<b>Hunter</b> Present On-time		<b>Quinton</b> Present On-time		<b>Chris</b> Present On-time		<b>Richard</b> Present On-time
	<b>Isaiah</b> Present On-time						

## Recent Meetings:

- No other meetings this week.

## TASKS COMPLETED since last meeting:

<b>Task Title:</b> Team Start up	<b>Task Initiation:</b> 09/19/2022	<b>Orig. Due Date:</b> 09/22/2022	<b>Status:</b> Completed
<b>Who (%):</b> EVERYONE IN GROUP 25% EACH			
<b>Description:</b> Get the team started, pick a leader, send emails to mentor, client, and class instructor. create a logo and choose a team name.			
<b>Expected Outcome:</b> have means of communication between the team, our mentor, and our client.			

## This week's Tasks: Work plan for coming week

<b>Task Title:</b> Team Inventory	<b>Task Initiation:</b> 09/22/2022	<b>Orig. Due Date:</b> 10/3/2022	<b>Status:</b> in-progress
<b>Who (%):</b> Everyone 25% each			
<b>Description:</b> Create a cover letter than personal biography for each team member to show the strengths and weakness of the team to our client.			
<b>Expected Outcome:</b> Help our client and our team members to better know who we will be working with over the next two semesters. This should also give us a baseline for our skills as a team.			

<b>Task Title:</b> Team Standards doc	<b>Task Initiation:</b> 09/22/2022	<b>Orig. Due Date:</b> 10/3/2022	<b>Status:</b> in-progress
<b>Who (%):</b> Everyone 25% each			
<b>Description:</b> This document will lay out the basic workings of the team. this includes the team structure, the expectations of our meetings, the tool and documentation standards, adn finally how we will handle team self reflections.			

**Expected Outcome:** A set of standards we will all agree on to ensure a productive and effective solution to the project we have been assigned.

<b>Task Title:</b> Create initial team website	<b>Task Initiation:</b> 09/22/2022	<b>Orig. Due Date:</b> 09/26/2022	<b>Status:</b> in-progress
<b>Who (%):</b> UNKNOWN at this time			
<b>Description:</b> Set up an underconstruction website provide by the university so we can show the word we are here and for future and current students to see what we are working on.			
<b>Expected Outcome:</b> A simple web page that shows we exist as a team that we will build upon as we continue work on our project.			

### Upcoming Tasks: Planning

<b>Task Title:</b> Mini Intro	<b>Who (%):</b> everyone 25%	<b>Rough Due Date:</b> 10/10/2022
<b>Description:</b> A 3-5 minute presentation to summerize our project. this is meant to be an elevator pitch, everyone should have a hand in making the presentation but not everyone has to speak.		

### Other Problems / Other Issues:

- No issues so far.