

**Report #: 2**

**Reporting Period (date range):**

9/8 - 9/17

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**Summary for Progress this Report:**

- Presented our lightning talk about Requirements and Engineering Standards
- Got our NDA and IP paperwork signed and sent to our advisor and client
- Met to talk about design to complete our design reflection

**Pending Issues:**

- Client & advisor have not signed NDA and IP agreements

**Plans for Upcoming Reporting Period:**

- Write Chapters 1 & 2 of Design Doc
  - Lightning Talk on Project Plans
  - Update Team Website
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**Team Member:** Megan Hill

**Role:** Task Manager

**Contribution:**

- Worked to construct Requirements Engineering Lightning Talk
- Created a Lightning Talk slide with voice over
- Filled out NDA and IP agreements
- Attended team meeting about design reflection

**Hours Worked:** 3

**Team Member:** Jamie Sampson

**Role:** Test Engineer

**Contribution:**

- Worked with team to construct a lightning talk
- Populated design doc title page
- Attended meeting to talk about the design for the design reflection
- Filled out NDA and IP agreements

**Hours Worked:** 3

**Team Member:** Emily Young

**Role:** Product Owner

**Contribution:**

- Worked with team to plan lightning talk
- Recorded myself presenting a portion of the the lightning talk
- Attended team meeting to talk about our design reflection
- Filled out NDA and IP agreements

**Hours Worked:** 3

**Team Member:** Paul Degnan

**Role:** Administration

**Contribution:**

- Went to a team meeting where we talked about our lightning talk and what we needed to do for it
- Created lightning talk slide and provided voice over for it
- Went to a team meeting where we went over the design reflection questions together
- Did both NDA and IP agreements after they were provided with signatures from the professor

**Hours Worked:** 3

**Team Member:** Andrew Marek

**Role:** Lead Engineer

**Contribution:**

- Team meeting about lightning talk
- Created a lightning talk slide and put video together.
- Participated in a team meeting regarding design reflection questions.
- Signed NDS and IP agreements (re-signed).

**Hours Worked:** 3