Group number: DEC1710
Project title:
Client &/Advisor: Zambreno/Jones
Team Members/Role:
Alex Orman - Team Leader
Chris Kelley - webmaster
Evan Lambert - Team Key Concept Holder
Sean Jellison - Communication Leader

o **Weekly Summary (Short summary about what you did this week)**

In short, during this last week we set up a bunch of meetings for this week. We had a first contact with our advisors and then planned a meeting with the client. Additionally, we had a meeting with the other group working on the same project, though some members couldn't attend.

o **Past week accomplishments (please describe as what was done, by whom, when or collectively as a group)**
   · Group: Had first meeting with advisors, planned second meeting with client.

o **Individual contributions**

NAME	Individual Contributions	Hours this week	HOURS cumulative
Alex Orman	Set up logistics for group(Google Drive, Trello, and GitLab Repo)	1	1
Lixing Liu	Think about the question that need ask client	1.5	1.5
Chris Kelley	Think about the question that need ask client. Looked into machine learning videos. Attended meetings.	2	2
Sean Jellison	Researched deep learning, attended meetings, set up group mailing list. Got into contact with group 1709.	2	2
Evan Lambert	Learned more about machine learning and deep learning. Attended meetings.	3	3
Lucas Ince	Researched machine learning and deep learning.	1	1

- **Comments and extended discussion**

- **Plan for coming week (please describe as what, who, when)**
·   Alex Orman: Attend meeting tomorrow with client, establish a schedule and begin work on the project.
·   Lixing Liu: Attend weekly meeting with group member and advisor, begin work on the project based on the information from client.
·   Chris Kelley : Attend weekly meeting with group member and advisor, begin work on the project based on the information from client. Look into specifications for the project webpage.
·   Sean Jellison: Attend weekly meeting and client meeting. Begin planning stage for the project and get tasks up on Trello.
·   Evan Lambert: Attend weekly meeting and client meeting. Look into specs for the project based on the information provided.

- **Summary of weekly advisor meeting (if applicable/optional)**
 From the meeting:
  - Contact Client
    - Set requirements for project
    - Request documentation
    - Set up meeting
  - Set up Logistics
    - Trello
    - Google Drive
    - Code Repo
  - Contact other group
  - Set up (bi?)weekly meeting with advisors

Grading criteria

Each weekly report is worth 10 points. Scores will be awarded as follows:

·   **8 – 10**: Progress for your project seems to be suitable. Documentation and hours reported by team members are adequate.

·   **6 – 8**: There is scope of improvement both in your report and your project progress. Can consult with instructor/TA after class for further inputs.

·   **< 6**: Please talk to instructors/TA after class hours about any difficulties that you/your team is facing.