EE 491 WEEKLY REPORT   **Date: 02-06-2016**
Group number: Robert Cohoon, Abdelmagieed Ibrahim, Jinan Li, Chang Sun
Project title: Musctine Power & Water. (Dec1702B)
Client &/Advisor: Anne Kimber
Team Members/Role: Team Leader: **Robert Cohoon**
               Key Concept Holder: **Abdelmagieed Ibrahim**
               Web Master: **Jinan Li**
               Communication Leader: **Chang Sun**

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

- The communication leader met with our advisor Anne to finalize the date to visit our client, since the client has not reply anything yet, we decide to send our question list to the client through email and try to set up a skype meeting with the client next week.
- We have found our faculty instructor, Dr. Ajjarapu.
- We finalized the question list for our client.

o **Past week accomplishments (please describe as what was done, by whom, when or collectively as a group)**

       Team Member 1: Question List
       Team Member 2: Gathering ideas for the solar garden.
       Team Member 3: Reading about techniques on web mastering
       Team Member 4: Communicate with advisor, faculty instructor and the client.

o **Pending issues (if applicable)**
·   Team Member 1:
·   Team Member 2:
·   Team Member 3:
·   Chang Sun: Find an efficient date to have a meeting with the client

o **Individual contributions**

NAME	Individual Contributions	Hours this week	HOURS cumulative
Robert Cohoon		2	4
Abdelmagieed Ibrahim	Learned some basic knowledge about the project	3	4
Jinan Li		2	4
Chang Sun	Found the faculty instructor, question list	3	5

o

Comments and extended discussion

No comments.

o **Plan for coming week   (please describe as what, who, when)**
- Robert Cohoon: Waiting for thw client's requests.
- Abdelmagieed Ibrahim: waiting the Client's specification to start.
- Jinan Li: Website design.
- Chang Sun: Set up a meeting with client
   Find out the the request about the design project from the client
   Collect useful data from the annual report of the client
o **Summary of weekly advisor meeting (if applicable/optional)**

No advisor meeting this week.

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.