



August 18, 2015

Status Summary

- Is your team on track for their goals/deliverables?
Yes, blog is up and running. Added Word of the Day with description to minutes per suggestions from David Douglas and Rahul Iyer.
- If there are deliverable, has your delivery date changed?
Aiming for Friday posts but have been up on Wed. of weekly minutes
- If you have budget impacts, are your expenditures on track?
Cost of printing reports and minutes will range from \$3 to \$5
- Will there be any new deliverables not on original plan?
None considered at this time

Progress

- List achievements and progress since last status update was given. If specific members are contributing to those achievements, mention their names.
Blog and corrections have been implemented
Photos sent to Emi for input.
- Highlight those things that made progress possible
Emi assisted in showing correction of minutes

Areas in Need of Attention

- List delays and problems since last status update was given
A decision on uploading agenda has not been made - if we use the electronic copy I will need it.
Insurance link promised by Emi Bauer and David Douglas but not received by me as of this date.
- List corrective actions being taken
Scheduling discussion

Goals for Next Review

- What targets/milestones you will report on at next meeting
- Specific items that will be done by next meeting
Insurance paper work needs to be finalized
- Issues that will be resolved by next meeting
Humorous Contest minutes should be uploaded onto blog
- Communicate any calls to action needed by members of the audience
Action on proposal to purchase materials and/or equipment needed