Week: 4
Dates: 10/15/06 – 10/21/06

Name: Stellar Student

Time Log: (in hours)

Date	Activity	Start	Stop	Interruptions	Delta
10/16	team meeting	10a	11a	0	1
10/17	added risks to Risks Document	8p	10:30p	.5	2
10/18	customer interview	10a	11a	0	1
	distributed interview notes to team	2p	2:30p	0	0.5
10/20	finished Risks Document	8p	12a	1	3
	team meeting	10a	10:15a	0	0.25
	worked on Use-Case (admin functions)	1p	3:15p	.25	2
Total:					9.75

Action Items:	Due:	Complete:
- finish Risks Document	10/20	10/20
- admin functions Use-Case	10/27	
- elicit admin functions requirements from user	10/18	

Personal Accomplishments:
- finished Risks Document on time
- discussed 3 of 4 (possibly 5) admin functions with user

Personal Late Items:
- discussion on admin functions was targeted to be completed this week

Personal Problems and Questions:
- I want to do my presentation on Requisite Pro but Cal Poly doesn't have a license. Can I just use the IBM website and some product reviews from magazines?
- I'm not getting along too well with one of my team members. I'll come talk to you during office hours.

Team Problems:
- Rambo was sick and missed class again on 10/18; Jimbo agreed to call Rambo and help finish his action items that were due 10/20
- Some people are not reading the team discussion forum in Blackboard everyday like we agreed. Our team lead is trying to find motivation/penalties for this.