

Weekly Status Report

Week Ending: 03/09/10

Distribution: Kester Cockrell, Britt Misra and Henry Freeman

Prepared by: Kester Cockrell

Progress

Milestone	Description	Due Date	%	Comments
Info Architecture	What you originally worked on	3/9	75%	
Form Comp	Add imagery around forms	3/1	90%	
Usability Test Plan	Final draft	3/1	100%	
Download Contribute	Familiarize	ASAP	75%	
View coded pages cross platform in all browsers	Take a screen shot of each and label, mac or pc and browser	3/1	100%	
Style Guide	Update	Ongoing	75%	

Action Items (work on this week)

Action Item	Description	Due Date	Owner	Comments
Info Architecture	What you originally worked on	3/18	All	Re-do
Calendar page	In Contribute (first draft)	3/13	Britt	
Thank you page	Additional design treatment	3/13	Kester	
Privacy page	" "	" "	Kester	
Log-in	In Contribute (first draft)	" "	Britt	
Join	In Contribute (first draft)	" "	Britt	
Spaces page	In Contribute (first draft)	" "	Henry	

Members	In Contribute (first draft)	" "	Kester	
Grants	In Dreamweaver	" "	Henry	Imagery & text
Professionals	In Contribute (first draft)	" "	Kester	
Jobs & Auditions	In Contribute (first draft)	" "	Britt	
Publications	In Contribute (first draft)	" "	Kester	
Blog	Add in Dreamweaver	" "	Henry	Need to discuss design ideas as a group on how to incorporate.

Additional Notes:

We need to get the info architecture done by the 18th so we can make sure it's stylized the same and uploaded before the 20th. I work on the 20th, so I have to get it uploaded to my server by the 19th at 6pm.

Pages we have started:

Calendar (needs to be done in contribute)

Classes (Britt - email Claire about categorizing)

Contact (Do we want to leave form as is or use Contribute?)

Log-in (Imagery was added. Sync up page with Contribute)

Join (Imagery was added. Sync up page with Contribute)

Spaces (waiting for photos from Claire)

Privacy (add imagery)

Thank you (add imagery)

Please refer to the style guide when creating and adding to the pages.

