Accomplishments
(Be specific - what was accomplished and who participated)

We all did the following:
  Revised our bids.
  Completed the project plan.
  Started SRS.
  Began the Project History.
  Assigned roles.

Steven did the following:
  Successfully implemented a simple streaming server.

Goals & Priorities
(List short- and long-term goals in decreasing order of importance.)

Finish SRS.
Begin coding.

Needs
(List any help you need from upper management.)

Suggestions on documentation.