

Backlog Creation	
Task Name	Description
Research Venue	Book a suitable location for the event (good place and capacity)
Oranization	Ensure the existance of Laptops and Wi-fi setup
Confirm with sponserers	Finnish the deals
Open Registration Link	Make a registration link
Send Scheduale	Plan and publish event schedule
Post-event Feedback	Collect feedback through phonecalls or surveys
Share Highlights	Provide event summary
Secure Contracts	Finalize venue contracts
Devolop Promo Material	Design Banners, Posts and brochures
Distribute Summary	Share event outcomes withs sponserers and participants
Finalize payment	Ensure all financial obligation are met

Assigned Team Member
Logistic Team Sponserership Team Registration Team Program Team Marketing Team Finace Team

Statuses
To-Do In-Progress Completed

Priority	Assigned Team Member	Status
High	Logistic Team	To-Do
High	Logistic Team	To-Do
High	Sponsorsip Team	In-Progress
High	Registration Team	Completed
Medium	Feedback Team	To-Do
Medium	Feedback Team	To-Do
Medium	Marketing Team	To-Do
High	Logistic Team	To-Do
High	Marketing Team	Completed
High	Marketing Team	To-Do
High	Finace Team	To-Do

Prority
Low
Medium
High