**Criterion B: Record of tasks**

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| Task number | Planned action | Planned outcome | Time estimated | Target completion date | Criterion |
| 1 | First meeting with client to discuss potential topics | Narrowed down potential topics to either March Madness bracketing or workout regiment | 25 minutes | February 10th, 2019 | A |
| 2 | Test to determine if proposed topics could be created reasonably | Tested feasibility of both suggestions and determined that both could be validly undertaken | 15 minutes | February 10th, 2019 | A |
| 3 | Meeting with client to finalize a project and outline success criterion | Client confirmed need for a March Madness bracket organizer and began outlining potential success criterion | 1 hour | February 12th, 2019 | A |
| 4 | Meeting with client to finish success criterion | Client updated list of success criterion to fit personal needs | 15 minutes | February 14th, 2019 | A |
| 5 | Write Part A Planning | Finished rationale and success criterion, started writing introduction | 1 hour 30 minutes | February 24th, 2019 | A |
| 6 | Create a structure chart and begin Part B Solution Overview | Created a structure chart to help visualize program | 35 minutes | February 25th, 2019 | B |
| 7 | Write Part A Introduction | Finished writing the introduction for Part A | 25 minutes | February 27th, 2019 | A |
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