Tasks : 1/24 - 2/6

1st week: (1/24-1/28):

* Niecia:
  + Schedule meetings
  + Meet with client
  + Initialize Jira
  + Finalize Requirements
  + Brainstorm tools and technologies
  + Brainstorm questions for clients
* Nathanial:
  + Meet with client
  + Take notes during the meeting with clients
  + Initialize Jira
  + Brainstorm tools and technologies
  + Brainstorm questions for clients
* Cobi:
  + Initialize Jira
  + Set Requirements into GitHub
  + Brainstorm tools and technologies
  + Brainstorm questions for clients

2nd week: (1/29 - 2/3):

* Niecia :
  + Gather datasets
  + Set up meetings
  + Data Cleaning
  + Work on Jira (Assn 4b)
  + Create Notebook
  + Put notebook in GitHub
* Nathanial:
  + Worked Jira (Assn 4b)
  + Gather datasets
  + Work on Gantt Chart
  + Work on website prototype
  + Start working on PowerPoints
* Cobi:
  + Work on Jira (Assn 4b)
  + Clean Datasets
  + Email clients: for next meeting and concerns
  + Work on Statistics
  + Send clean datasets to Niecia

3rd week : (2/4-2/6):

* Niecia:
  + Schedule meetings
  + Help out the PowerPoint
  + Collecting logos and school’s descriptions (maybe)
  + Verify : Burndown and velocity charts in Jira
  + Practice with team for presentation
* Nathanial
  + Work on PP
  + Practice Presentation with team
  + Finalizing website prototype
* Cobi :
  + Help out with PP
  + Practice Presentation with team
  + Finalizing statistic
  + Do Video blog
* Project Objective: “why this project is important and what the key objectives are for the end of the project. Make sure your project purpose clearly explains why it’s important to work on this project and how this project will support your company goals.” We can SMART
* Project Scope
* Team
* <https://asana.com/templates/project-charter>