**Class 10 Task List**

**Gantt Chart AND Task Update**

1. Project Lead: Open the team’s shared Gantt Chart in Google Sheets and have every team member report out and give an update on the tasks they completed that week.
2. REVIEW the models created during the week. Are they all finished? What is left to be done? Who needs models for their verifications—which models?
3. Update the % complete column as necessary.
4. Team review list of reasons pairs/trios lost points on Alt. Design Reports—so you can makes sure someone is assigned to review these items before Team Design Report is finalized.
5. UPDATE GANTT CHART—makes sure every single Requirement is listed and someone is assigned to verify each and everyone (upper and lower)—make sure everyone has at least

**TODAY: WORK ON Verifications**

1. Before everyone starts work, PL needs to review the **Week 9 – Lecture 7 Requirements Engineering II** lecture (in Class 10 docs) with team
2. Review **Lab 09** on verifications (in class 10 docs). Also review this with team.
3. Review the verification plan that you created in lab.
4. Team members should work on writing the verifications they were assigned

**Due by the end of Class 10:**

* Understand what tasks you are responsible for and when you need to complete them by.
* Schedule team meetings as necessary during the week.
* Update the % complete column in the shared Gantt Chart as you work on your tasks by end of today’s class. SAVE AS NEW VERSION, e.g. Gantt version 3. Do not merely override.
* BY NEXT CLASS, everyone should be done with both assigned models and verifications assigned. Everyone should do at least 2 requirements.