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| --- | --- |
|  | Static Website |
| Website Name: | CLEANIFY |
| Due Date: | Due date is every asynchronous… to be presented every synchronous (starting week 13 or 14 onwards) |

This is the tracking document for our group writing project. We’ll use this document to share details, resources, and schedules for our project. Please keep this document up-to-date as we work.

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| --- | --- | --- |
| Group Members | | |
| Name | Role | Contact information |
| IRENEO, JOHN BRICKS F. | LEADER | https://www.facebook.com/johnbricks.ireneo |
| CADIZ, ANGELICA | MEMBER | https://www.facebook.com/people/Angelica-Cadiz |
| DEL AYRE, RED | MEMBER | https://www.facebook.com/red.delayre |
| MILLARES, MIGUI | MEMBER | https://www.facebook.com/migui.millares |

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| Milestones | | |
| Milestone name | Target date | Status |
| 1. Information Gathering | End of November | ON PROGRESS |
| 1. Planning and Design | End of November | ON PROGRESS |
| 1. Content Writing, Assembly and Coding | End in the 3rd week of December | NOT STARTED |
| 1. Testing, Review and Launch | End of December | NOT STARTED |
| 1. Maintenance | Enter target date | NOT STARTED |

NOTE: Milestone name are just example. You may add milestone based on your project development.

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| --- | --- | --- | --- |
| Design Plan | | | |
| Design | Who's responsible | Target date | Status |
| LOGO | PUBMATS |  |  | NOT STARTED |
| CSS |  |  | NOT STARTED |
| COLOR SCHEMES |  |  | NOT STARTED |
|  |  |  |  |
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| --- | --- | --- | --- |
| Tracking calendar | | | |
|  | Weekly Task | | Complete/Incomplete |
| 1 | Ex. Group meeting… |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

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| Current status updates | |
| **IRENEO, JOHN BRICKS F.** |  |
| Role: | TEAM LEADER |
| Primary responsibility: | OVERSEE AND MANAGE TEAM’S TASK |
| Percentage complete: |  |
| Current status: |  |

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| --- | --- |
| CADIZ, ANGELICA |  |
| Role: | MEMBER |
| Primary responsibility: |  |
| Percentage complete: |  |
| Current status: |  |

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| --- | --- |
| DEL AYRE, RED |  |
| Role: | MEMBER |
| Primary responsibility: |  |
| Percentage complete: |  |
| Current status: |  |

|  |  |
| --- | --- |
| MILLARES, MIGUI |  |
| Role: | MEMBER |
| Primary responsibility: |  |
| Percentage complete: | 0% |
| Current status: |  |

**NOTE:** Write the names, responsibilities and other details of each member. You may add additional details

|  |
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| Project resources |
| Add a link to the location of shared project resources, such as your drafts, artwork, and other online information. Don't have a shared location set up yet? Here are a couple of ways to make sure everyone can participate:   1. Set up a team in Microsoft teams or Google Meet or Facebook messenger. 2. Share a personal folder on each member of the group on Google Drive. |