Task	Priority	Owner	Status	Start date	End date	Milestone	Deliverable	Notes
Business request statement from the sales manager	P3	Chloe	Completed	12/30/2024	1/3/2025	Document	Project Charter - Outf	will be sent via email
Derive business questions that align with the business request	P3	Raphael Junior L	Completed	1/3/2025	1/6/2025	Document	File	Notes
Write the user story (e.g., "As a [user role], I want to [goal], so that [benefit].")	P3	Raphael Junior L	In progress	1/6/2025	1/7/2025	Document	File	Notes
Meeting with the sales manager to discuss and get feedback on the business demand document	P1	Raphael Junior L	Blocked	1/7/2025	1/7/2025	Meeting	File	Gave feedback on Slack
Review the dataset to understand its structure and contents	P3	Raphael Junior L	Not started	1/7/2025	1/7/2025	Preparation	File	Notes
Start solving business questions for key deliverable	P3	Raphael Junior L	Not started	1/3/2025	1/8/2025	SQL Queries	File	Notes
Technical meeting with the data team	P2	Data team	Not started	1/8/2025	1/8/2025	Meeting	File	Notes
Prepare a mock agenda for the meeting & presentation	P1	Raphael Junior L	Completed	1/6/2025	1/7/2025	Document	Project Charter - Outf	N/A
identify the most suitable charts for each insight	P0	Joshua	Not started	1/9/2025	1/10/2025	SQL Query Doc	File	Notes
Build the layout and structure for the dashboard, applying the chart types chosen	P0	Joshua	Not started	1/13/2025	1/14/2025	Looker Studio	File	Notes
Test the interactivity of the dashboard (e.g., filters, drilldowns)	P0	Joshua	Not started	1/14/2025	1/14/2025	All Good	File	Notes
Present and deliver the final project to the sales manager and the business team	P0	Joshua	Not started	1/15/2025	1/15/2025	Meeting & Dashboard	File	Notes