Group 5 – Soham Naik, Alan Raj, Deniz K Acikbas, Zaynab Mourtada

Project Checkpoint Submission Template

1. Product Backlog:

- Upload a list of items discussed in your initial client meeting. These items should represent the tasks necessary to complete the project by the deadline.
  - ***SEE PRODUCT BACKLOG PDF***

2. Gantt Chart:

- Upload a draft Gantt chart indicating the responsibilities for each item in the Product Backlog. The chart should outline the timeline, task distribution, and expected completion dates.
- Ensure the Gantt chart extends through Senior Design 2 and includes critical class milestones for Senior Design 1.
  - ***SEE ATTACHED PNG***

3. Client Agreement:

- Upload a PDF of an email or document from your client agreeing to the Product Backlog and Gantt chart timelines.
- This agreement should follow a Zoom meeting or phone call with the client for confirmation.
  - ***SEE ATTACHED EMAIL PDF***

4. Progress Reporting:

- Explain how and when your team shares progress reports (internally or externally). These reports can include status updates, issues faced, and plans for the next period.
  - ***Our team shares progress reports on a weekly basis, typically every Thursday. This timing aligns with our Friday meetings, where we prepare for client discussions, present updates, and define our next steps. After speaking with the client, we conduct an internal check-in to allocate tasks and set clear directions for the upcoming week. We then meet briefly on Tuesday to either recap progress or focus on class assignments, and Thursday serves as another check-in point before sending out our reports. Additionally, we use Hive to plan, measure, and track task completion effectively.***

5. Deliverables:

- List any key deliverables expected during the project lifecycle, with dates. Highlight critical milestones that must be met for the project to progress as planned.
  - ***SEE KEY DELIVERABLES PDF***