

## T22 - Project Management

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Updated 26.FEB.17 by MWC

No.	Task Name	Description	Project Owner	Status	Rating	Get-to-Green Plan	Date Started	Est. Effort	Est. Date of Completion	Act. Date of Completion	Notes
1	M2_D2 - Communication Plan	Set up a OneDrive folder for the project team, formalize our communications plan, and write up a page for the D2 milestone.	Julie Flater	Complete			2/15/2017	2 hrs	2/22/2017	2/20/2017	
2	M2_D3 - Version Control	Set up the Github project for us and write up a page for the D3 milestone.	Muntaser Khan	Complete			2/15/2017	2 hrs	2/22/2017	2/19/2017	
3	M2_D4 - Task Policy	Create a project management tracking spreadsheet and write up a page for the D4 milestone.	Matt Conroy	Complete			2/15/2017	2 hrs	2/22/2017	2/21/2017	
4	M2_D5 - Liason	Assign a team liason for interactions with the prof.	Julie Flater	Complete			2/15/2017	< 1 hr	2/22/2017	2/20/2017	