# Instructions

Fill out the following two sections as accurately and detailed as possible.

This document is to be submitted to the provided link on Blackboard before the end of the class in which it was assigned.

**Suggestion**: Follow the S.M.A.R.T. outline for filling out this document.

Make sure the goals you assign are: Specific, Measurable, Attainable, Relevant, and Time-Bound.

Visit this site for further explanation: <https://www.wrike.com/project-management-guide/faq/what-is-smart-in-project-management/>

# Basic Information

**Team Name:** *Tech Phantoms*

**Final Presentation Data and Time:** *September 23, 2021.*

# Responsibility Assignments

Use this table to break down the workload and assign each member responsibilities over the next week or so.

**Member’s Name** – on each row place a team member’s name. In brackets, add a second team member’s name whose job it will be to provide help if the team member gets stuck or runs into issues. Also, this second team member is responsible for ensuring the primary member gets the assigned work accomplished on time.

**Responsibilities** - In as much detail as possible, record what the member of the team listed in the first column of the row is responsible to accomplish. The more detail the easier it will be for the team member to accomplish the task.

**Due Date** - Add the date the work is to be done. Make sure to allow for time for group members to review the material before the actual class due date.

**Done** – If a member finishes their work and the group approves, check this box.

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Name** | **Responsibilities** | **Due Date** | **Done** |
| Ashley Pless (Yi-Ting Lai) | Intro Slide  PowerPoint  Logo  Colour theme | Wednesday, September 22, 2021 |  |
| Kamalpreet (Ashley) | Intro Slide  Contract | Wednesday, September 22, 2021 |  |
| Yi-Ting Lai (Kamal) | Intro Slide  Data Model | Wednesday, September 22, 2021 |  |
| Ricky (Prashanna) | Intro Slide  Research + help with extras | Wednesday, September 22, 2021 |  |
| Prashanna (Ricky) | Intro Slide  Research | Wednesday, September 22, 2021 |  |
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