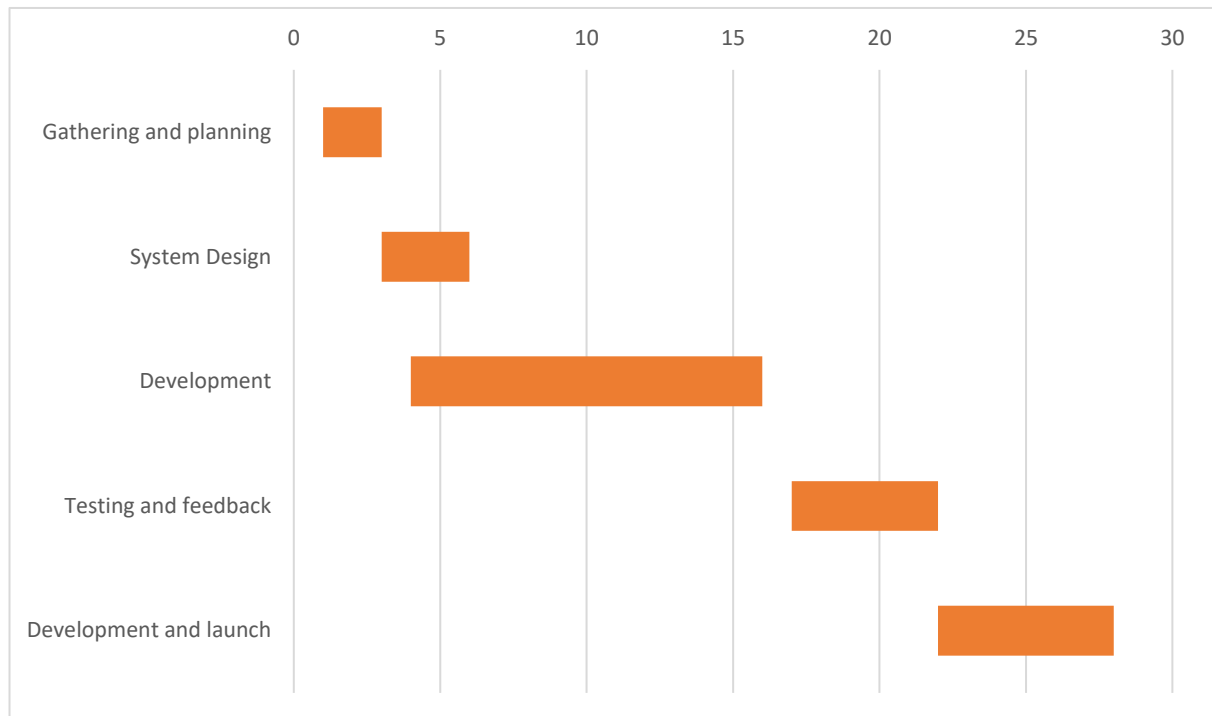**Gantt Chart**



*Figure of Project Tasks with given duration (weeks)*

We utilize a Gantt chart to track progress of each task in chronological order as well as deadlines. Progress reports are made bi-weekly (total of 12 reports over the course of 24 weeks.) that entails: completed tasks, upcoming tasks, issues encountered and adjustments to be made. Regular meetings will be held within the team to ensure every participant is up to date as well as to resolve any incurring issues.