**Project Plan**

*Basic Information*

Client: DSI

Facilitator: Micah

Note taker: Destany

Participants (software dev): Oscar, Tommy, Guochen, Emily, Micah

Participants (client):

Date:

Objective:

*Guiding Questions:*

* Introductions
  + Ice breaker
* What’s the background of the project
  + Desired outcome resulting from final product?
* What is the project scope
  + Must Have
  + Nice to Have
* Out of Scope
* What’s the project timeline/deadlines?
* How are we going to work together
  + How often will we meet?
  + What is the ideal form of communication?
    - Check-ins, Maintenance
  + Are there weeks you aren’t available?
* What does success look like? What does it not look like?
* Looking at the objectives, what is a reasonable timeline?

*Timeline*



*Reference Materials*

*Questions for the Team*

* What’s the action plan
* Who’s doing what
* What tools and methods?
  + Teams
  + GitHub
  + Trello or Asana or GitHub Projects