

PROJECT CHARTER	
Project Name	Team Q's Scheduling Application (Q-Cor)
Date Produced	Sep 28, 2021
Project Goals	<ul style="list-style-type: none"> - Calendar that displays important upcoming dates - Add/remove/amend dates/events within the calendar - Ability to invite other users to view/edit the same calendar - In-app chat features to communicate between members of the same group/calendar - Organization of calendar elements (colour coding, priority filters) - Organize the calendars such that personal and shared calendar content for a specific user is separate from one another
Project Objectives	<ul style="list-style-type: none"> - Documentation outlining the plans for the project - Sketches of the user interface for all models - Storyboards explaining how the user interacts with the site - Front-end coding - Back-end coding - Rigorous testing of code as we develop functions/features
Project Budget	Money: Unspecified Team Size: 3 Time for Completion: 74 days
Project Sponsor	Dr. Tim Maciag, Professor
Project Manager	Dr. Tim Maciag, Professor
Additional Key Project Stakeholders	
Dr. Tim Maciag, Professor Adam Tilson, Lab Professor	
Overall Project Milestones	Dates
- Team members assigned (Zoom)	- Sep 23, 2021
- Project Idea Sign-off (Zoom)	- Sep 28, 2021
- Project Activity 1: Project Idea Selection, Intro	- Oct 1, 2021

Vlog, Self/Peer Review	
- Project Check-In (Zoom)	- Oct 12, 2021
- Project Activity 2: Project Preqs/Planning, Vlog Presentation, Self/Peer Review	- Oct 15, 2021
- Project Check-In (Zoom)	- Oct 26, 2021
- Project Activity 3: Project Design Architecture, Vlog Presentation	- Oct 29, 2021
- Project Activity 3: Self/Peer Review	- Nov 5, 2021
- Project Activity 4: Project Observe, Analysis, Feedback	
- Project Check-In (Zoom)	- Nov 16, 2021
- Final Project Presentation (Zoom)	- Dec 2, 2021
- Project Activity 5: Project Storytelling, Live Zoom demo/presentation, Self/Peer Review	- Dec 6, 2021
Overall (Potential) Project Risks	
<ul style="list-style-type: none"> - Team member availability for meetings/check-ins - Mismanagement of time - Wants vs needs when it comes to functionality/features for the calendar design - Planning unrealistic MVP's such that they are too large and cannot be completed within a reasonable amount of time - Misjudging team member skills/experience thus leading to inefficiency and time loss 	