

Sprint Runner - Project Tracker/Log

Add board description

Main table ... Kanban ... ⚙

New Item - 🔍 Search 🎧 Filter ⬆ Sort 🎨 Coloring 👁 Fields

☐ ▾	⚡ Important Dates (8)	Day	Time	Status	Person
⋮	Project Proposal Video/Document	May 29	11:59 PM	Submitted	E
⋮	Meeting With Client	May 31	2:30PM appx	Upcoming	E
⋮	System Design Document Submission	June 5		Upcoming	E
⋮	System Design Video Presentation	June 5		Upcoming	E
⋮	Envisioned Usage Presentation	June 14		Upcoming	E
⋮	Minimally Viable Product Presentation	July 5		Upcoming	E
⋮	Peer Testing/Feedback	July 19		Upcoming	E
⋮	Project Deadline	August		Upcoming	E
⊕	Add Item				

☐ ▾	⚡ Project Cycle Meetings (3)	Day	Time	Status	Person
⋮	Weekend Cycle Review Meeting	Monday	May 27 @ 5PM	Complete	E
⋮	Mid-Week Team Check-in	Wednesday	May 29 @ 12:00PM	Complete	E
⋮	End-of-week Review Meeting	Friday	May 31 @ 10:10PM	Upcoming	E
⊕	Add Item				

<div> <div></div> <div>▼</div> </div>		Pre/Post Meeting Action Items (3)	Day	Time	Status	Person
⋮ Update Meeting Notes					Recurring	D T
⋮ Provide Team Feedback via Canvas Survey		Wednesday	12:30PM		Recurring	E
⋮ Submit Team/Individual Activity Logs for Next Meeting					Recurring	E
⊕ Add Item						
						D T +1
<div> <div></div> <div>▼</div> </div>		Who's In Charge of What (2)	Day	Time	Status	Person
⋮ Kanban/Workplan Maintenance					Recurring	B D
⋮ Project Design					In Progress	E
⊕ Add Item						
						B D +1