Zach and Jorge:
- Describe the Project Management software product will you use to plan and track the progress of your project. Create a project in your chosen tool. (Popular tools are Trello and Zoho.)
- Create and document a three-week sprint or waterfall cycle in your project management tool. Create tasks for the feature development planned in this sprint. Discuss with your team and take ownership of the tasks and assign due dates for each of the tasks in the sprint.
- Initially all these tasks, following a Kanban approach, will be in the ToDo list and eventually when the owners pick up a task and start working, then the task should be moved by the owner to InProgress list and once the task is completed, it should be moved to the Done list in your project management tool (like Trello, Zoho, or similar tool.)

DELIVERABLE: A screenshot of your project management tool displaying your project dashboard (sprint tasks and owners, todo, in progress and done lists), possibly a short description of the software and explanation
Note: Make sure this lines up with the sprints in Bekah's Gantt chart

Kevin and BP:
- Following the agile method , conduct a five-minute agile standup meeting where team members stand in a circle and each team member talks for one minute answer the three "scrum" questions: 1. What have you completed since the last meeting, 2. What will you complete before the next meeting, and 3. Describe any obstacles or roadblocks you face.
- Following the agile, conduct a sprint retrospective meeting, where the entire team discusses about the progress of the sprint - what went well, what didn't go well, what should be improved upon for the next sprint.

DELIVERABLE: A written descriptive summary of your team's agile standup and retrospective meetings
Note: most likely we will need to do this thursday before lab

Bekah:
- Project requirements and gantt

Theo:
- Create document listing the tasks and person responsible for each of the sprints in the gantt

DELIVERABLE: A pdf file/document describing your project's requirements. This can be somewhat high level. One page is adequate.
DELIVERABLE: A pdf file providing a detailed description or graphic (timeline, schedule, GANTT chart) of your project plan showing the order of tasks and who is working on them applied to a calendar.