**Project Start Date:** 30-Jan-23

**Project Name:** *DIVERSITY POSTER PROJECT: MS*

**Week starting:**

2023

| # | Activity | Assigned To | Start | End | Days | Status | % Done | 30-Jan | 6-Feb | 13-Feb | 20-Feb | 27-Feb | 6-Mar | 13-Mar | 20-Mar | 27-Mar | 3-Apr | 10-Apr | 17-Apr | 24-Apr |
|---|----------|-------------|-------|-----|------|--------|--------|--------|-------|--------|--------|--------|-------|--------|--------|--------|-------|--------|--------|--------|
| 1 | WEEK 1: Find group members and meet up | Roshini | 30-Jan-23 | 5-Feb-23 | 5 | Complete | 100% | ◆ | | | | | | | | | | | | |
| 2 | WEEK 2: Sumarise and breakdown rubric | Amina | 7-Feb-23 | 12-Feb-23 | 4 | Complete | 100% | | ◆ | | | | | | | | | | | |
| 3 | WEEK 2: Allocate group member administrative roles and watch videos | Everyone | 7-Feb-23 | 12-Feb-23 | 4 | Complete | 100% | | ◆ | | | | | | | | | | | |
| 4 | WEEK 3: Decide population (neurodiversity OR aged persons) | Everyone | 14-Feb-23 | 16-Feb-23 | 3 | Complete | 100% | | | ◆ | | | | | | | | | | |
| 5 | WEEK 3: Seclect SILO | Everyone | 14-Feb-23 | 17-Feb-23 | 4 | Complete | 100% | | | ◆ | | | | | | | | | | |
| 6 | WEEK 3: Email Prof Jo about topic | Robin | 14-Feb-23 | 17-Feb-23 | 4 | Complete | 100% | | | ◆ | | | | | | | | | | |
| 7 | WEEK 3: Create discussion board messages for those who did not attend meeting, with details | Michelle | 14-Feb-23 | 14-Feb-23 | 1 | Complete | 100% | | | ◆ | | | | | | | | | | |
| 8 | WEEK 3: Post this weeks meeting minutes | Ana | 14-Feb-23 | 14-Feb-23 | 1 | Complete | 100% | | | ◆ | | | | | | | | | | |
| 9 | WEEK 4: Research symptoms on MS | Everyone | 21-Feb-23 | 23-Feb-23 | 3 | Complete | 100% | | | | ◆ | | | | | | | | | |
| 10 | WEEK 4: Research on SILO | Everyone | 21-Feb-23 | 21-Mar-23 | 21 | Complete | 100% | | | | | | | | ◆ | | | | | |
| 11 | WEEK 4: Complete step 8: come up with a narative | Everyone | 21-Feb-23 | 23-Feb-23 | 3 | Complete | 100% | | | | ◆ | | | | | | | | | |
| 12 | WEEK 4: Post this weeks meeting minutes | Ana | 21-Feb-23 | 21-Feb-23 | 1 | Complete | 100% | | | | ◆ | | | | | | | | | |
| 13 | WEEK 5: Combine information on SILO | Everyone | 28-Feb-23 | 21-Mar-23 | 16 | Complete | 100% | | | | | | | | ◆ | | | | | |
| 14 | WEEK 5: Structure the poster and delegate tasks | Everyone | 28-Feb-23 | 1-Mar-23 | 2 | Complete | 100% | | | | | ◆ | | | | | | | | |
| 15 | WEEK 5: Post this weeks meeting minutes | Ana | 28-Feb-23 | 28-Feb-23 | 1 | Complete | 100% | | | | | ◆ | | | | | | | | |
| 16 | WEEK BREAK: Create animation + illustrations of Sage's narative | Roshini | 6-Mar-23 | 18-Apr-23 | 32 | Complete | 100% | | | | | | | | | | | | ◆ | |
| 17 | WEEK BREAK: Code website for poster | Ana | 6-Mar-23 | 18-Apr-23 | 32 | Complete | 100% | | | | | | | | | | | | ◆ | |
| 18 | WEEK BREAK: Continue research on SILO, begin to condense writing and think about how it will fit into the poster | Everyone | 6-Mar-23 | 21-Mar-23 | 12 | Complete | 100% | | | | | | | | ◆ | | | | | |
| 19 | SILO Philosophical | Robin + Difla + Roshini | 21-Feb-23 | 18-Apr-23 | 41 | Complete | 100% | | | | | | | | | | | | ◆ | |
| 20 | SILO Theoretical | Ana + Meenakshi | 21-Feb-23 | 18-Apr-23 | 41 | Complete | 100% | | | | | | | | | | | | ◆ | |
| 21 | SILO Practical | Michelle + Amina | 21-Feb-23 | 18-Apr-23 | 41 | Complete | 100% | | | | | | | | | | | | ◆ | |
| 22 | SILO Regulatory | Roshini | 21-Feb-23 | 18-Apr-23 | 41 | Complete | 100% | | | | | | | | | | | | ◆ | |
| 23 | Research and work on the questions for the narrative | Everyone | 21-Mar-23 | 18-Apr-23 | 21 | Complete | 100% | | | | | | | | | | | | ◆ | |
| 24 | Recommendations | Robin + Ana | 21-Mar-23 | 18-Apr-23 | 21 | Complete | 100% | | | | | | | | | | | | ◆ | |
| 25 | Conclusion | Alina + Meenaskhi | 11-Apr-23 | 18-Apr-23 | 6 | Complete | 100% | | | | | | | | | | | | ◆ | |
| 26 | References | Amina + Ana | 11-Apr-23 | 18-Apr-23 | 6 | Complete | 100% | | | | | | | | | | | | ◆ | |
| 27 | Introduction + Education | Robin + Ana + Difla | 11-Apr-23 | 18-Apr-23 | 6 | Complete | 100% | | | | | | | | | | | | ◆ | |
| 28 | Meeting minutes | Ana | 21-Mar-23 | 12-Apr-23 | 17 | Complete | 100% | | | | | | | | | | | ◆ | | |

| STATUSES | LEGEND | |
|----------|--------|---|
| Not Started | ◆ | End Date |
| In Progress | | Current Week |
| Complete | | Completed |
| | | Percentage Complete |
| | | In Progress |

| Roles | Name |
|---|---|
| Secretary \| Website layout | Ana |
| Chair \| | Robin |
| Roaster Manager \| Artworks + animation | Roshini |
| Deputy Secretary \| | Michelle |
| Deputy Secretary \| | Amina |
| Deputy Chair \| | Difla |
| Deputy Chair \| | Meenakshi |
| Deputy Roster Manager \| | Alina |
| Research + write text | EVERYONE |