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| **Task** | **Due Date** | **Owner** | **Submit to group** | **Owner compiles** | **Final Version** | **Dependencies** | **Risks** | **Comments** |
| Concept | Sun 9/9 | Amy | Sun 9/9 | Sun 9/9 | Sun 9/9 | n/a | Not agreeing on project;  too many competing products | Agree on ONE idea;  make sure all on same page before breaking up |
| Plan | Sun 9/9 | Skyler | Sun 9/9 | Sun 9/9 | Sun 9/9 | Concept | Too ambitious of a schedule;  lots being due on 9/27;  not splitting up work equally | Skyler keeps schedule updated as semester goes on;  maintains Google doc of schedule for all the see if needed |
| Competitive Research | Sun 9/16 | Siyao | Thurs 9/13 | Sat 9/15 | Sun 9/16 | n/a | Not finding non-smartphone apps to  compare to;  try to synthesize too many different  other product ideas | Look even at poor apps as competition so we don't make the same mistakes;  keep descriptions concise and clear for the owner to easily sort through |
| Preliminary Requirements | Sun 9/23 | Robin | Weds 9/19 | Sat 9/22 | Sun 9/23 | Competitive Research | Miss a niche audience that might  appreciate the app with slightly  different features | Try to brainstorm various user types by age, hobby, area, profession, etc.;  make sure group has agreement by the end on various user types |
| Concept Presentation | Fri 9/28 | Amy | Mon 9/24 | Tues 9/24 | Tue 9/25 | Preliminary Requirements | Not hooking the rest of the class;  oversimplifying our ideas while  explaining | Practice presenting before the day of;  clear and short description of project;  others don't know our work the way we do so explain well |
| Requirements Elicitation | Fri 9/28 | Skyler | Mon 9/24 | Mon 9/24 | Tue 9/25 | Preliminary Requirements | Interviewee doesn't have the insights  we thought they would have;  can't schedule the interview in time | Mod: Skyler;  Scribe: Robin;  Siyao and Amy keep on track the other parts |
| Requirements Report | Fri 9/28 | Robin | Thurs 9/27 | Thurs 9/27 | Fri 9/28 | Requirements Elicitation | Missing something that interviewee  said;  disregarding something important  that they bring up | Clearly laid out in bullet points; most important ideas clearly marked for easy reference |
| Requirements Analysis | Fri 9/28 | Skyler | Thurs 9/27 | Thurs 9/27 | Fri 9/28 | Requirements Elicitation | Too ambitious;  too niche and not being open to other  types of users | Be realistic;  agreement between whole team;  clarify with interviewee if unclear |
| Final Proposal | Sun 9/30 | Amy | Sat 9/29 | Sat 9/29 | Sun 9/30 | Everything prior | Falling behind schedule;  unable to sift through all our previous  work thoroughly | Get started early;  short and sweet, NO BS! |
| Post-Mortem | Sun 9/30 | Siyao | Sat 9/29 | Sat 9/29 | Sun 9/30 | Final Proposal | Not being critical enough of our own  work;  being embarrassed and skipping over  parts that needed work | Be critical but keep it positive;  keep notes from previous sessions to help remember what problems we had and could work on |