|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Due Dates | Task | Owner | Group meeting | Owner compiles | Final meeting | Dependencies | Risks | Comments |
| 7-Oct | Plan | Amy | 5-Oct | 7-Oct | 7-Oct | N/A | Siyao is currently at Grace Hopper, so we need to talk to her when she comes back. Need to be sure to keep plan updated. | At the moment we don't know how long things will take or how difficult they will be, so need to stay flexible. |
| 12-Oct | Preliminary Architecture | Skyler | 7-Oct | 9-Oct | 10-Oct | All of Project 1 | Might miss important components. Need to get familiar with database architecture. We may have too many requirements at the moment. | Members should all do some preliminary research into databases. Decide which feature to focus on. |
| We need to flesh out our preliminary architecture and resubmit it to the review team before we can move on to the final architecture. No specific due date for this, but should be done as soon as possible (hopefully before people leave for fall break). | | | | | | | | |
| The review session itself: 10/26 | Design Review | Moderator: Robin  Scribe:  Skyler | Send individual notes:  10/24 | 10/25 | 10/26 | Preliminary Architecture | Need to be familiar with other team's background information. Make sure our review is thorough enough to be useful. | Several different deliverables, so need to stay on top of this. May want to break down tasks further as we become more familiar with them. Will need to assign scribe. |
| Decided to use late day so 29-Oct | Final Architecture | Siyao | Everyone should work on architecture revisions **by 10/26** (when we will meet and discuss).  Do follow-up on architecture with Rosie after we finish review session with them **on 10/26**.  Final revisions should be submitted by members **by 10/27**.  Owner compiles and submits **by** **10/29**. | | | Design Review | Make sure it doesn't become overly complex, but thorough enough that we know how to implement it. | Use feedback from design review. |
| 28-Oct | Post-Mortem | Amy | 28-Oct | 28-Oct | 28-Oct | Everything | Make sure we stay honest. | Look at comments from last post-mortem. Learn from mistakes. |