

Deborah Alain, Marco Asad, Daniel Lee, and Tommy Rose

Professor Andrew Fellows

INST490 (0110)

March 3, 2025

Sprint 1: Revised Project Plan

Task	Responsibility	Status
Scheduling Recurring Internal Team Meetings - Everyone will collaborate to find a time to meet.	Everyone ▾	Completed ▾
Drafting Your Team Contract	Everyone ▾	Completed ▾
Developing a Roles & Responsibilities Matrix	Everyone ▾	Completed ▾
Conducting background research on your client	Deborah ▾	Completed ▾
Documenting your understanding of the project	Deborah ▾	Completed ▾
Gathering questions for your client (Developing a list of requirements)	Marco ▾	Completed ▾

Scheduling a requirements gathering meeting with your client	Daniel ▾	Completed ▾
Drafting a definition of the problem or need to be addressed following your client meeting - We will meet as a group before the client meeting to discuss.	Everyone ▾	Completed ▾
Conducting an internal risk assessment	Everyone ▾	Not Started ▾
Drafting a summary of the overall project to be sent to your client	Everyone ▾	In Progress ▾
Fix Jotform into the city website for document signing	Everyone ▾	Not Started ▾
Either A) \$20 Jotform monthly subscription for Docform payment processing	Everyone ▾	Not Started ▾
Or B) Integrate paypal api into the website to allow for processing payments	Deborah ▾	Not Started ▾