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Professor Andrew Fellows

INST490 (0110)

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### Sprint 1: Draft Project Plan

Task	Responsibility	Status
Scheduling Recurring Internal Team Meetings - Everyone will collaborate to find a time to meet.	Everyone ▾	Not Started ▾
Drafting Your Team Contract	Everyone ▾	Completed ▾
Developing a Roles & Responsibilities Matrix	Everyone ▾	Completed ▾
Conducting background research on your client	Deborah ▾	Not Started ▾
Documenting your understanding of the project	Marco ▾	Not Started ▾
Gathering questions for your client  (Developing a list of requirements)	Daniel ▾	Not Started ▾

Scheduling a requirements gathering meeting with your client	Tommy ▾	Not Started ▾
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 ▾	Not Started ▾
Conducting an internal risk assessment	Everyone ▾	Not Started ▾
Drafting a summary of the overall project to be sent to your client	Everyone ▾	Not Started ▾