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

Professor Andrew Fellows

INST490 (0110)

March 12, 2025

Sprint 2: Project Plan

Task	Responsibility	Status
Conducting an internal risk assessment	Everyone ▾	Completed ▾
Drafting a summary of the overall project to be sent to your client	Everyone ▾	Completed ▾
Fix Jotform into the city website for document signing to match pdf 1 to 1	Everyone ▾	In Progress ▾
Create a presentation slide comparing and contrasting payment methods	Everyone ▾	In Progress ▾
Schedule meeting with mayor (3/24/25)	Everyone ▾	Not Started ▾
@ meeting **Either A)** $20 Jotform monthly subscription for Jotform payment processing	Everyone ▾	Not Started ▾

==@ meeting== **Or B)** Integrate paypal api into the website to allow for processing payments	Everyone ▾	Not Started ▾
==@ meeting== inquire about requirements for social media infographics	Everyone ▾	Not Started ▾
==@ meeting== show off Jotform progress	Everyone ▾	Not Started ▾
==@ meeting== clarify information on town seal	Everyone ▾	Not Started ▾
Start working on new town seal	Everyone ▾	Not Started ▾
Make social media content for graphics	Everyone ▾	Not Started ▾