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Group Member Skills Database Gantt Chart (Document 3)

One common tool in project management to organize and track tasks is a Gantt Chart. A Gantt chart is a type of bar chart that illustrates a project schedule. This chart lists the tasks to be performed on the vertical axis, and time intervals on the horizontal axis. The length of each bar shows the planned duration of a task. Gantt charts can be created using various tools, such as Microsoft Project, Google Sheets, Excel, and various online project management tools like Asana, Trello, and Monday.com.

Here's a simplified example of how you might structure your tasks in a Gantt chart:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Start Date | End Date | Duration | Responsible Member | Dependencies |
| Develop data structure | | 07/20/2023 | 07/22/2023 | 3 days | Member A | none |
| Review data structure | | 07/23/2023 | 07/23/2023 | 1 day | Member B | Task 1 |
| Coordinate with Jeff | 07/24/2023 | 07/24/2023 | 1 day | Member C | Task 2 |
| Create Flask form | 07/25/2023 | 07/29/2023 | 5 days | Jeff  (Member D) | Task 3 |
| Connect to database | 07/30/2023 | 08/01/2023 | 3 days | Member E | Task 4 |
| Test form & database | 08/02/2023 | 08/04/2023 | 3 days | Member F | Task 5 |
| Data cleaning | 08/05/2023 | 08/07/2023 | 3 days | Member G | Task 6 |
| Assist in data cleaning | 08/08/2023 | 08/10/2023 | 3 days | Member H | Task 7 |
| Analyze database | 08/11/2023 | 08/13/2023 | 3 days | Member I | Task 8 |
| Announce form | 08/14/2023 | 08/15/2023 | 1 day | Member J | Task 9 |

Another tool that might be useful is the Work Breakdown Structure (WBS). A WBS is a key project deliverable that organizes the team's work into manageable sections. The WBS is a tree structure, which shows a subdivision of effort required to achieve an objective; for example a program, project, and contract.

Please note the dates and duration are only placeholders and can be adjusted according to your project plan and team availability.