RIT WiC - Active Membership Tracker **09/**10**/2024 – 0**9/16/2024

| **Progress**  * First meeting with sponsor (whole team) * Set up communication channels with team and sponsor * Set up time tracking spreadsheet * Team discussions regarding project requirements | **Risks**  * Some requirements still need to be further developed, specifically for feature ideas that were brought up at this week’s sponsor meeting * Workflow on campus groups might be redundant - will have to communicate with sponsor’s needs and wants * Backend development and investigating requirements might take longer due to unfamiliar territory and technologies |
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| **Plans**  * Project Synopsis for website (Brian) * Finalization of Initial Project Tools (Whole Team) * Domain Model (Noah, Paul) * Development Methodology (Noah) * Process and Project Metrics (Peyton) * Additional Elements and Final Plans (Whole Team) * Project website setup (Anjan, Xuhang, Brian) * Add tasks to meeting agenda (Whole Team) | **Needs**  * Figure out event sign up workflow - qr codes for each event * Get an idea of the RIT hosting service * Non-Disclosure forms from Coach Martinez |