Team Timeline and Requirements Document

Approximately every 2 weeks from the start of class, PM will submit to the instructor, the current team

project timeline for the previous sprint and requirements documents of that sprint. These documents

must be typed on paper, be neat and readable and must include the following information:

* **An overview of the projected time to complete the various stages of the project (Gantt Chart).** 
  + **Caleb (PM)**
* **A list of requirements for this ending sprint the project.**
  + **Himprawa (QA)**
* **Details of the major parts of the application being implemented in the ending sprint.**
  + **Caleb (PM)**
* **The database design as modified through the ending sprint.**
  + **Timothy (DBA)**
* **A new prioritized list of the application’s software features after this ending sprint. (From planner)** 
  + **Caleb (PM)**
* **The current risk ledger as of the ending sprint.**
  + **Mason (CYS)**
* **A list of all team meeting days and times for the ending sprint.** 
  + **Caleb (PM)**
* **Reflections of meeting procedures, checking out code, etc. and any changes for the upcoming sprint.** 
  + **Himprawa (QA)**
* **A list of backlog items and notations of the items that will be the focus of the upcoming sprint. (From planner)** 
  + **Caleb (PM)**
* **Acceptance tests for all the items that will be the focus for the upcoming sprint.**
  + **Himprawa (QA)**

The team may use any profession format of their choosing for these documents. The team should **not get so detailed that they are listing function names and/or code details at this point.**