

Following each project check-in meeting, the team will submit two screenshots one of the JIRA dashboard depicting the roles assigned to all the team members under the categories of "To-do", "InProgress" and "Done" and the second screenshot will be of the timeline, to learn how to create the timeline follow this video :

<https://youtu.be/KvLUe2id13A?feature=shared>.

[Links to an external site.](#)

If you any questions regarding JIRA dashboard contact Arya.

The screenshot displays the JIRA dashboard for the 'INST 490 - Captstone Project'. The dashboard is organized into three main columns: 'TO DO' (2 items), 'IN PROGRESS' (1 item), and 'DONE' (8 items). Each column contains a list of tasks with their respective dates and assigned team members.

Column	Task Name	Date	Assigned To	Status
TO DO	Meeting with Lisa - College Park Food Bank	10 APR	CK	Pending
	Meeting with Gloria	11 APR	CK	Pending
IN PROGRESS	Sprint 3: Internal Project Check-In Action Items Summary	07 APR	PD	In Progress
DONE	Meeting at Sunset Celebration Iftar	13 MAR	MB	Completed
	Sprint 3: Internal Project Check-in Meeting	07 APR	SV	Completed
	Sprint 2: Project Plan	12 MAR	CK	Completed
	I4CP-17	13 MAR	MB	Completed
	I4CP-22	07 APR	SV	Completed



## INST 490 - Captsone Project

[Summary](#)[Board](#)[List](#)[Calendar](#)[Timeline](#)[Approvals](#)[Forms](#)[Pages](#)[Attachments](#)

Items	JUN	APR
<input checked="" type="checkbox"/> I4CP-7 Team Contract		
<input checked="" type="checkbox"/> I4CP-6 Project Definition and Outcomes		
<input checked="" type="checkbox"/> I4CP-8 Client Background Research		
<input checked="" type="checkbox"/> I4CP-13 Client Documentation: Requirements Docume...		
<input checked="" type="checkbox"/> I4CP-15 In-Action Items Summary		
<input checked="" type="checkbox"/> I4CP-18 Internal Project Check-in Meeting		
<input checked="" type="checkbox"/> I4CP-23 Sprint 3: Internal Project Check-In Action Item...		
<input checked="" type="checkbox"/> I4CP-24 Meeting with Lisa - College Park Food Bank		
<input checked="" type="checkbox"/> I4CP-25 Meeting with Gloria		
<input checked="" type="checkbox"/> I4CP-26 Sprint 3: Internal Client Meeting Notes		
+ Create		