Upon submission of the previous sprint 1, we have thought of more topics, questions, and got a better idea on how to conduct this project.

Post interview plan: debrief with group, categorization of requirements, generating a tasks list; what each member can accomplish for the project, documenting findings from interview

Possibly also carry out interviews with populations we hypothesize will be the target audience for the OCE.- Identifying and engaging with key populations identified by the client, e.g. low-income individuals, immigrants, non-English speakers, and other marginalized groups.

* Scheduling Recurring Internal Team Meetings
  + Complete - we will keep up to date information weekly and during all class times.
* Drafting Your Team Contract
  + Complete- and submitted
* Developing a Roles & Responsibilities Matrix
  + Complete; project positions- CJ Kipp - Project Manager and/or Client Communication Lead, Matt Beltran - Project Researcher, Parthiv Deb- Data Analyst, Sid Voonna-UX Designer
* Conducting background research on your client
  + CJ, Matt- background research complete.
* Documenting your understanding of the project
  + CJ, Matt- documented under client requirements and background research.
* Developing a list of requirements gathering questions for your client
  + Parthiv, Sid- done. In gathering questions documents.
* Scheduling a requirements gathering meeting with your client
  + CJ- reached out to the client on february 28th, followed up on march 3rd. Waiting to hear back and hopefully schedule an interview before Wednesday's class.
* Drafting a definition of the problem or need to be addressed following your client meeting
  + Parthiv, Sid- will be done after completion of interview.
* Conducting an internal risk assessment
  + All- will be done after completion of interview.
* Drafting a summary of the overall project to be sent to your client
  + All- will be done after completion of interview.