

- Scheduling Recurring Internal Team Meetings
  - complete
- Drafting Your Team Contract
  - complete
- 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 Voona-UX Designer
- Conducting background research on your client
  - CJ, Matt
- Documenting your understanding of the project
  - CJ, Matt
- Developing a list of requirements gathering questions for your client
  - Parthiv, Sid
- Scheduling a requirements gathering meeting with your client
  - Parthiv, Sid
- Drafting a definition of the problem or need to be addressed following your client meeting
  - Parthiv, Sid
- Conducting an internal risk assessment
  - All
- Drafting a summary of the overall project to be sent to your client
  - All