

# Analyzing and Modernizing Victoria City Council's Communications: Progress Report

## Group Maverick

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# Milestones

Date	Task to Complete	Status
October 15	City Meeting 1	Finished
October 16	Project Proposal	Finished
October 19	Interview Template	Finished
October 19	Requests for Interview sent	Pending
October 19	Ethics application complete	Finished
October 29	City Meeting 2	Finished
November 4	Progress Report	In progress!
November 6	Interviews Completed	Date to be adjusted
November 13	Interim Project Report	Work in progress

# Hurdles

- ☐ We took longer to do the ethics than we anticipated
- ☐ No distinct roles
- ☐ No internal accountability
  - ☐ Nobody in particular was expected to do something, so items were left until the last minute to be completed
- ☐ Time management

# Changes to Timeline

- ☐ Pushed back interview completion
- ☐ Added a date for interview transcription completion
- ☐ Added a date for when we want to have our analysis done
- ☐ Added the report we will be giving to council and when it will be given

# Updated Milestones

Date	Task to Complete
November 3	Requests for Interview sent
November 4	Oral update on project
November 13	Interim Project Report
November 20	Interviews Completed
November 23	Interview Transcriptions
November 27	Data Analysis Completed
December 2	Project Presentation
December 4	Final Report
December 4	Report to City Council