| Task/role | Team Member(s) |
| --- | --- |
| Scheduling Recurring Internal Team Meetings | emerald/Team |
| Drafting Your Team Contract | Team |
| Developing a Roles & Responsibilities Matrix | Team |
| Conducting background research on your client | Jack/Josh |
| Documenting your understanding of the project | Jack/Josh |
| Developing a list of requirements gathering questions for your client | emerald |
| Scheduling a requirements gathering meeting with your client | Josh/Jack |
| Drafting a definition of the problem or need to be addressed following your client meeting | Seph |
| Conducting an internal risk assessment | Seph |
| Drafting a summary of the overall project to be sent to your client | Team |