For the next 2 weeks:

| **task/role** | **Team member** |
| --- | --- |
| Follow up email (prev. Survey data) | Jack |
| Sprint 2 project plan | Team |
| Requirements doc - revised | Seph |
| Send requirements doc to mayor? | Josh |
| Sprint 2 project check in meeting | Team |
| Client meeting summary/survey | Team |
| Client meeting notes | emerald |