For the next 2 weeks:

| **task/role** | **Team member** | **Due Date** |
| --- | --- | --- |
| Sprint 3 project plan | Team/Persephone | 3/24/25 |
| Sprint 3: Client Meeting - Summary & Survey | Team/Jack | 4/4/25 |
| Sprint 3: Internal Client Meeting Notes | Team/Emerald | 4/4/25 |
| Sprint 3: Internal Project Check-in Meeting | Team/Persephone | 4/7/25 |
| Sprint 3: Internal Project Check-In Action Items Summary | Josh | 4/7/25 |
| Create rough draft survey for team | Team | 4/7/25 |