Sprint 4 project plan: for the next upcoming week

| **Task/Role** | **Team member** | **Due date** |
| --- | --- | --- |
| Sprint 4: project plan copy | team/emerald | 4/11/25 |
| Sprint 4: internal client meeting notes copy | Persephone | 4/14/25 |
| Sprint 4: client meeting- summary & survey copy | josh | 4/14/25 |
| Sprint 4: internal project check-in meeting copy | team/jack | 4/14/25 |
| Sprint 4: internal project check in action items summary copy | team | 4/14/25 |