| **Task/Role** | **Team member** | **Due date** |
| --- | --- | --- |
| Sprint 5: project plan | team | 4/25/25 |
| Sprint 5: internal client meeting notes | Persephone | 4/28/25 |
| Sprint 5: client meeting- summary & survey | josh | 4/28/25 |
| Sprint 5: internal project check-in meeting | team/jack | 4/28/25 |
| Sprint 5: internal project check in action items summary | team/emerald | 4/28/25 |
| Engagement Strategy Report | Persephone | 5/5/25 |
| Final Presentation | Team | 5/5/25 |
| Final Report | Team | 5/5/25 |