**INST 327 – Database Design and Modeling Team Project Plan - See Canvas for the deadline Report Requirements**

*Ensure that your team understands the report requirements; if you have any questions please ask the instructor as soon as possible. Your team may lose points if you do not follow all of the instructions.*

This report should be 2-3 pages long including tables and diagrams.

Discuss and explain your plans for team meetings, including acknowledgement of challenges to your specific team, such as members who commute or have time-consuming internships or jobs, and the inevitable no-common-free-time problem. How will you address the challenges? (Suggestion: consider use of remote meeting, file sharing, and collaborative document technologies.)

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| Name | Availability (on and off campus) HIGHLIGHT SIMILAR SCHEDULES | Outside Commitments | Preferred Method of Meeting |
| Ebonie | Mon & Tues after 11am (on campus, virtual), Wed & Thurs from 11am-1pm (on campus) and after 8pm (virtual), Fri & Sun all day (virtual) | Public transportation, Work, student club, advisory board, USG student ambassador | Skype, On campus, Slack |
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**Addressing Schedule Conflicts (Ebonie):**

Describe your project team approach regarding team member roles. Depending on your approach, either indicate shared responsibility or designate roles for specific team members. Note: it is perfectly fine if these roles evolve or change over the course of semester. However, it might be a good idea to identify members who will play roles that involve coordinating, communicating, and motivating the team for progress.

**Documentation**

Ebonie Gadson – Architect, Developer

**Brief description of roles (EG):** *Creating the conceptual model for the entire database that outlines the workflow for all the tables, documenting any errors and processes to ensure the team finds a solution, and developing MySQL scripts in order to build the database.*

Leo Giovanni – Alternate Liaison, Developer

**Brief description of roles (LG):** *[insert role info here], and developing MySQL scripts in order to build the database.*

Eugenia Lee – Tester, Developer

**Brief description of roles (EL):** *[insert role info here], and developing MySQL scripts in order to build the database.*

Muhtasim Muhib – Designer, Developer

**Brief description of roles (MM):** *[insert role info here], and developing MySQL scripts in order to build the database.*

Nelson Reyes – Documentation Specialist, Developer

**Brief description of roles (NR):** *[insert role info here], and developing MySQL scripts in order to build the database.*

Kalood Younis – Team Liaison, Developer

**Brief description of roles (KY):** *[insert role info here], and developing MySQL scripts in order to build the database.*

Identify a member of your team as the 'liaison'; the team member who will make project- related submissions, and be the primary contact for the team's communication with the instructors. Also indicate an alternate liaison.

**Team Liaision – Kalood Younis**

Email:

**Alternate Liaison – Leo Giovanni**

Email:

Establish a schedule for the project standup meetings, indicating which team member will be responsible for each standup report. See Canvas for the dates of the project standup meetings.

Create a high-level schedule for your work on the project deliverables.

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| Deliverable Name/Type | Due Date | Status | Assigned Roles (with names) | Timeline (indicate check-in from Liaisons) |
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Present two or three finalists for your team project topic with brief descriptions. In the next deliverable, the Project Proposal, you will choose one of these and provide much more detail. In this report, you should provide just enough description (2-3 sentences) for each idea to demonstrate that the idea would work for the scope of the semester-long project.

Project Topic # 1:

Brief Description:

Project Topic # 2:

Brief Description:

Project Topic # 3:

Brief Description: