

Name	Role	Responsibility	Reports To
Ez	Editor	Fill out requirements table, create flowchart, and record robot video during meeting on 10/4	Jenna and Anthony
Anthony	Chart Maintenance	Maintain requirements sign-off, test table, and Gantt chart	Jenna and Ez
Jenna	Manager	Organize staffing plan and deadlines, write algorithm, work with block code, and manage GitHub repository	Ez and Anthony

*Each team member is responsible for attending the meetings every Thursday at 1 PM and adding their portions of the project to the GitHub repository on time.

Deadlines:

10/22- Typed staffing plan

10/25- Requirements table

10/27- Algorithm

10/30- Flowchart

11/4- Block code finished

11/4- robot video recording

11/8- Requirements sign-off, test table, and Gantt chart completed