|  |  |  |
| --- | --- | --- |
| **Task** | **Estimated Due Date** | **Feasibility, Risk, or General Notes** |
| Client Office Visit  (Canceled) | **Friday 2/7/2020** | While the team is able to make the office visit, we are aware that the meeting takes place after the submission of this assignment. Team and client bonding will take place in order to establish common ground and mutual understanding.  Note: Due to the bad weather, the client informed us that they were unable to hold the meeting. This section would be rescheduled in the next week on Monday, 2/10. |
| Team Meeting | **By Saturday 2/15/2020** | Go over team calendar and set up a routine weekly meeting time, discuss specific implementation options, develop Roles and Responsibilities |
| Client Meeting (Onsite) | **Friday 2/14/2020** | Clarify questions, both client and team should commit to the solution and implementation method. Ask what they would like to have for the sprint report assignment due the following week, and assess time needed accordingly. |
| Roles and Responsibilities | **Monday 2/17/2020** | As the team outlines roles and responsibilities, it is important to consider that each person’s role does not limit one from being there for his/her teammates should challenges come up. |
| Revised Proposal | Check peer feedback and clarify any points of confusion at least 24 hours in advance |
| Team Meeting | **By Wednesday 2/16** | Working on first Git team lab assignment |
| Team Meeting (optional) | **Friday 2/21/2020** | Finishing up Git team lab assignment |
| Git Team Lab | **Friday 2/21/2020** | Schedule time to work on the lab together in advance in order to avoid falling behind due to the tight timeline. |
| Team Meeting | **(!)Weekend of Feb. 21-23** | Given that two items are due the upcoming Monday, the team needs to devote time to work on the Sprint report and communicate with each other in time before peer evaluation submission. |
| Team Sprint Report | **Monday 2/24/2020** | Given that this is the first report, we need to position ourselves in a good place to show our commitment to and understanding of the client’s needs. |
| Peer Evaluations | Communicate any issues ahead of time in the weekend meeting before submission. |
| Client Meeting | **Tentative: 2/24/2020 after advisor meeting** | Review progress and sprint report as soon as possible in order to move onto the next item. Doughnuts are allowed. |
| Communicating technical concepts HW | **Wednesday 2/26/2020** | Given the lack of information on this assignment, there is currently no meeting set to complete this assignment. If needed, virtual Google Hangouts is possible. |
| Team Sprint report | **Monday 3/2/2020** | Consider any feedback from the previous week for improvement. |
| Client Meeting (virtual) | **Tentative: Week of 3/2 - 6** | Given that this is the last week before spring break, we will hold a shorter meeting to be sure we are in communication and staying on track. |
| Capacity building planning worksheet | **Wednesday 3/4/2020** | (!)More information needed |
| Team meeting | **Thursday 3/19/2020** | Discussion on revisions, final proposal |
| Client meeting | **Friday 3/20/2020** | Discuss wireframes and timelines |
| Team meeting | **Sunday 3/22/2020** | Given that two items are due the upcoming Monday, the team needs to devote time to work on the Sprint report and communicate with each other in time before peer evaluation submission. |
| Sprint Report Due | **Monday 3/23/2020** |  |
| Team meeting | **Thursday 3/26/2020** |  |
| Client meeting | **Friday 3/27/2020** |  |
| Team meeting | **Sunday 3/29/2020** | Team works on sprint report together |
| Sprint Report Due | **Monday 3/30/2020** |  |
| Team meeting | **Thursday 4/2/2020** |  |
| Client meeting | **Friday 4/3/2020** |  |
| Team meeting | **Sunday 4/5/2020** | Team works on sprint report together |
| Sprint Report Due, Peer evaluations | **Monday 4/6/2020** |  |
| Team meeting | **Thursday 4/9/2020** |  |
| Client meeting | **Friday 4/10/2020** |  |
| Team meeting | **Sunday 4/12/2020** | Team works on sprint report together |
| Sprint Report Due | **Monday 4/13/2020** |  |
| Outcomes HW Due | **Wednesday 4/15/2020** |  |
| Team meeting | **Thursday 4/16/2020** |  |
| Client meeting | **Friday 4/17/2020** |  |
| Team meeting | **Sunday 4/19/2020** | Team works on sprint report together |
| Sprint Report Due | **Monday 4/20/2020** |  |
| Team meeting | **Thursday 4/23/2020** |  |
| Second to Last Client meeting | **Friday 4/24/2020** |  |
| Midterm | **Wednesday 4/22/2020** |  |
| Team meeting | **Sunday 4/26/2020** | Team works on sprint report together |
| Sprint Report Due | **Monday 4/27/2020** |  |
| Personal project reflection,  Logo and project information, executive summary, Final report, project deliverables | **Wednesday 4/29/2020** |  |
| Last Client meeting | **Friday 5/1/2020** |  |
| Slides due | **Wednesday 5/7/2020** |  |

**Table 2. A proposed, tentative timeline on team assignments and meetings.**

**(!) = Possible risk items**

**= Client Meeting**

**= Team Meeting**

**= Assignment Due**