3/31 deliverables:

Maude:

1. Make sure Kyle has a valid address list and any code abbreviations you have created for the table.
2. Ensure Kyle has a valid membership List (does not have to be complete, just some to populate the table.
3. Populate the event field with events you have had this year only and have any dues been paid this year? Provide Kyle with the event codes and some dues data to do the Transaction table.
4. Go through the Work Permits on the Maryville municipal site and collect the work permits for your area (There is 7 years worth of data in the Building Permit Reports at the bottom of this page, <http://www.maryvillegov.com/codes-enforcement.html> and populate Property Status with these. You can had House Sale information later as you have the time.
5. Communicate if you have too much and need help.

Kyle:

1. Put obviously fictitious names in member name fields and real names in Emergency Contact fields, same for number buy make area code 555. Address Code is the first two letters of the street name followed by the 3 digit house number.
2. Populate tables, except for Guest, Officer, Event, and Property Status

Calvin:

1. Normalize the tables so data can be added. Email me a screen shot of the table in a word document when you complete each one to document completion and allow me to start doing the user guide for that page. Put a date and your name on the word document.
2. Input obviously fictitious data in the Guest table. Addresses do not have to be local, but some should be Maryville.
3. If you end up changing data field properties, contact me so I can update the data dictionary.

Donna:

1. Collect project revision pages for the Planning papers
2. Begin User’s Guide for all tables.
3. Update data dictionary as required.