**M1-Deliverable-4**

Our team will utilize a task tracker via an Excel spreadsheet maintained on Google Drive. The tracker has the following columns:

* Milestone – Milestone being tracked
* Cumulative Effort (hrs.) – Cumulative hours estimated to complete each associated task
* Status – Status of the milestone/task (Not Started, In Progress, Roadblock, Waiting, Review Complete)
* Task – Task needed to complete milestone
* Owner – Primary owner of the task
* Effort (hrs.) – Estimated hours to complete the task

Roadblocks, review and complete status updates are required and will be communicated through the associated Slack channel. Task start and stop dates will be planned according to milestone work estimates developed during the weekly meeting as a group. Dependent tasks will also be coordinated after milestone work estimates and scheduled based about task estimates. Coordination between dependent tasks will be coordinated between the task owners via the task tracker.