Trinity Hill, Cideth Oliva, Shannon Lee, Keila Espinal, Remington Nelson
iConsultancy - UX Research and Future Website Design

Sprint 1: Draft Project Plan

Tasks to complete to get ready to speak with our client:

Task	Assigned to:	Status
Scheduling Recurring Internal Team Meetings	All	Completed ▾
Drafting Your Team Contract	All	Completed ▾
Developing a Roles & Responsibilities Matrix	All	Completed ▾
Conducting background research on your client	Shannon	Completed ▾
Documenting your understanding of the project	Trinity	Not Started ▾
Developing a list of requirements gathering questions for your client	Shannon	Completed ▾
Scheduling a requirements gathering meeting with your client	Shannon	Completed ▾
Drafting a definition of the problem or need to be addressed following your client meeting	Keila	Not Started ▾
Conducting an internal risk assessment	Remington	Not Started ▾
Drafting a summary of the overall project to be sent to your client	Cideth	Not Started ▾

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Sprint 2: Draft Project Plan

Tasks to complete to get ready to speak with our client:

Task	Assigned to:	Status
Scheduling Recurring Internal Team Meetings	All	Completed ⌄
Drafting Your Team Contract	All	Completed ⌄
Developing a Roles & Responsibilities Matrix	All	Completed ⌄
Conducting background research on your client	Shannon	Completed ⌄
Documenting your understanding of the project	Trinity	In Progress ⌄
Developing a list of requirements gathering questions for your client	Shannon	Completed ⌄
Scheduling a requirements gathering meeting with your client	Shannon	Completed ⌄
Drafting a definition of the problem or need to be addressed following your client meeting	Keila	Completed ⌄
Conducting an internal risk assessment	Remington	Not Started ⌄
Drafting a summary of the overall project to be sent to your client	Cideth	Completed ⌄
Creating user personas based on target audience to discover needs, pain points, motivations, and behaviors	Keila	In Progress ⌄
Start to design low-fidelity wireframes	Cideth	Completed ⌄

Scheduling a meeting with the client to gather design feedback on wireframes	Shannon	Not Started ▾

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<u>Sprint 3: Draft Project Plan</u>

Tasks to complete to get ready to speak with our client:

Task	Assigned to:	Status
Scheduling Recurring Internal Team Meetings	All	Completed ⌄
Drafting Your Team Contract	All	Completed ⌄
Developing a Roles & Responsibilities Matrix	All	Completed ⌄
Conducting background research on your client	Shannon	Completed ⌄
Documenting your understanding of the project	Trinity	Completed ⌄
Developing a list of requirements gathering questions for your client	Shannon	Completed ⌄
Scheduling a requirements gathering meeting with your client	Shannon	Completed ⌄
Drafting a definition of the problem or need to be addressed following your client meeting	Keila	Completed ⌄
Conducting an internal risk assessment	Remington	Completed ⌄
Drafting a summary of the overall project to be sent to your client	Cideth	Completed ⌄
Creating user personas based on target audience to discover needs, pain points, motivations, and behaviors	Keila	Completed ⌄
Start to design low-fidelity wireframes	Cideth	Completed ⌄

Scheduling a meeting with the client to gather design feedback on wireframes	Shannon	In Progress ▾
Continue to organize website layout and pages (color, typography)	All	In Progress ▾
Design high-fidelity wireframes and make adjustments from feedback	All	In Progress ▾

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<u>Sprint 4: Draft Project Plan</u>

Tasks to complete to get ready to speak with our client:

Task	Assigned to:	Status
Scheduling Recurring Internal Team Meetings	All	Completed ▾
Drafting Your Team Contract	All	Completed ▾
Developing a Roles & Responsibilities Matrix	All	Completed ▾
Conducting background research on your client	Shannon	Completed ▾
Documenting your understanding of the project	Trinity	Completed ▾
Developing a list of requirements gathering questions for your client	Shannon	Completed ▾
Scheduling a requirements gathering meeting with your client	Shannon	Completed ▾
Drafting a definition of the problem or need to be addressed following your client meeting	Keila	Completed ▾
Conducting an internal risk assessment	Remington	Completed ▾
Drafting a summary of the overall project to be sent to your client	Cideth	Completed ▾
Developing Project Epic and project story for project initiation	Remington	In Progress ▾
Creating user personas based on target audience to discover needs, pain points,	Keila	Completed ▾

motivations, and behaviors		
Start to design low-fidelity wireframes	Cideth	Completed ▾
Scheduling a meeting with the client to gather design feedback on wireframes	Shannon	In Progress ▾
Continue to organize website layout and pages (color, typography)	All	In Progress ▾
Start to design high-fidelity mockups	All	In Progress ▾
Make design revisions based on feedback	All	In Progress ▾
Create high-fidelity wireframe based on feedback from low-fidelity mockup	Cideth	In Progress ▾
Ensure that designs from the high-fidelity mockups are compliant with the current World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG)	All	In Progress ▾

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Sprint 5: Draft Project Plan

Tasks to complete to get ready to speak with our client:

Task	Assigned to:	Status
Scheduling Recurring Internal Team Meetings	All	Completed ▾
Drafting Your Team Contract	All	Completed ▾
Developing a Roles & Responsibilities Matrix	All	Completed ▾
Conducting background research on your client	Shannon	Completed ▾
Documenting your understanding of the project	Trinity	Completed ▾
Developing a list of requirements gathering questions for your client	Shannon	Completed ▾
Scheduling a requirements gathering meeting with your client	Shannon	Completed ▾
Drafting a definition of the problem or need to be addressed following your client meeting	Keila	Completed ▾
Conducting an internal risk assessment	Remington	Completed ▾
Drafting a summary of the overall project to be sent to your client	Cideth	Completed ▾
Developing Project Epic and project story for project initiation	Remington	Completed ▾
Creating user personas based on target audience to discover needs, pain points,	Keila	Completed ▾

motivations, and behaviors		
Start to design low-fidelity wireframes	Cideth	Completed ▾
Scheduling a meeting with the client to gather design feedback on wireframes	Shannon	Completed ▾
Continue to organize website layout and pages (color, typography)	All	Completed ▾
Start to design high-fidelity mockups	All	Completed ▾
Make design revisions based on feedback	All	Completed ▾
Create high-fidelity wireframe based on feedback from low-fidelity mockup	Cideth	Completed ▾
Ensure that designs from the high-fidelity mockups are compliant with the current World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG)	All	Completed ▾