

### 1. Initial Tasks

- Setup team communication channels
- Setup software repository
- Determine times for team meetings
- Meet with Stew Sutton (project sponsor)
- Determine times for team + Stew Sutton (project sponsor) meetings
- Create user stories and scenarios
- Share user stories and scenarios with Stew Sutton (project sponsor)
- Define requirements and create the first iteration of the requirements document

### 2. Completed

- Setup team communication channels
- Setup software repository
- Determine times for team meetings
- Meet with Stew Sutton (project sponsor)
- Determine times for team + Stew Sutton (project sponsor) meetings
- Create user stories and scenarios
- Share user stories and scenarios with Stew Sutton (project sponsor)
- Define requirements and create the first iteration of the requirements document

### 3. Not Completed

- None

### 4. Sprint #2

- Setup a Sankey diagram that implements at least all of the minimum features and functionality.
- Create mock-ups of potential views
- Implement at least one of the data upload/load procedures
- Revise our requirements document to develop
- Define the first iteration of the design document

### 5. Notes

- It was determined by Stew Sutton (project sponsor) that we are to we working on one (1) week sprints rather than two (2) week sprints
- Stew is introducing some scope creep with additional features not necessarily described in the initial project description