Week 1 - 27 Aug

* Submit request to SE System Administrator to create team account providing: team name, login-ids of each team member and faculty coach.
* If you need to have a virtual machine for development work, you can also request that from the system administrator. You will get a bare machine and have to install the tools and frameworks that your project will use.
* Decide on a team name.
* Begin tracking team time/effort.
* Attend Senior Project Expectations and Meet Your Faculty Coach session.
* Hold project kick-off meeting with the project sponsor this week or next week.
  + Get enough detail concerning the project to write the project synopsis.

Week 2 - 3 Sep

* Start project website **on an se.rit.edu machine**.
* Inform faculty coach and project sponsor of the URL for the project website.
* As you understand your project better, you can also request a virtual machine for your development work, or to setup a deployment environment.
* Publish, on project website, first tracking report of time/effort worked.

Week 3 - 10 Sep

* Submit project synopsis of no more than 250 words to sponsor and faculty coach for approval.
* Publish, on project website, team information including approved synopsis.
* Complete project information survey form.
* Submit first draft of development process and project plan for review by faculty coach and sponsor.
* Get approval of project synopsis.
* Discuss overall project plan with sponsor.
* Discuss development process options with the sponsor.
* Begin detailed project discussions.

Week 4 - 17 Sep  
Continue discussion of development process and project plan, if needed.

* Document development methodology on project website.
* Document product/process metrics on project website.
* Domain model on project website.
* Specify development methodology.
* Specify product/process metrics to be tracked.

Week 7 - 8 Oct

* Mid-term peer evaluation
* Discuss sponsor's attendance at the interim presentation

Week 8 - 15 Oct

* Mid-term project review with sponsor and coach
* Deliverables
  + Interim presentation scheduled

Week 9 - 22 Oct

* Motivated by the mid-term project review and peer evaluations, discuss with faculty coach adjustments individual team members and the team will make

Week 13 - 19 Nov

* + Draft interim presentation

Week 14 - 26 Nov

* Give interim presentation this week or next week
* Attend required interim presentations

Week 15 - 3 Dec

* Interim presentation evaluations for presentations attended
* Individual end-of-term peer evaluations
* Interim team self-assessment
* Project website up-to-date with all project artifacts, tracking reports, etc.
* Course evaluation
* Discuss sponsor's possible attendance at interim reflection meeting

Week 16 - 10 Dec

* Summary of interim reflection meeting
* Attend interim reflection meeting