**5Pts.** **Team meeting responsibility:**

1. Schedule a meeting with all the team members
2. Set a mission statement for your project
3. Discuss about hourly wages of each one. For overtime, you should pay 1.5 times of the hourly wages. Remember, your budget is limited. You may need other resources in future. They may cost you. However, the cost of an analyst should not be less than $60.00/hr
4. One of you should coordinate the meeting and fill up your meeting form with the details of your meeting

**10Pts.** **MS project responsibility:**

1. From your meeting forms you should be able to create a resource sheet with each of the Team rates.
2. In MS project, add a task corresponding to each of the 8 deliverables of your project and mark them as milestone.
3. For each of the mile stone, add a subtask named Team meeting (you are expected to meet at least once for each milestone).
4. Put the duration of your team meeting
5. For the first milestone, you need interview me/someone else, or survey internet with five thoughtful questions in class. So, add a sub task called customer survey in the first milestone of your project. Estimate an interview/survey duration.
6. Divide the duration of the semester into 8 equal parts and put the start and finish date for each of the milestone. You can decide if you want to add an estimate or simply record actual times.
7. For both team meeting and interview you should add all your resources in the Gantt chart
8. Set the baseline.

**5Pts.** **MS Word responsibility:**

1. Write down the mission statement
2. Write down the 5 thoughtful questions (you can ask for help) that you decided on the first milestone of your project in the team meeting. You can ask those questions to me (in class/office), or any other person or, research Internet. Document each of the questions and answers.
3. Write down the answers you collected for all those questions

**5Pts.** **MS Visio Responsibility:**

1. Draw a simple UML diagram for your project based on your stakeholders and the type of the deliverables/milestone tasks.
2. Make use of your interview questions and the stakeholder’s list for the visio

\*\* Make sure to distribute responsibilities almost equally among the team-members and follow the list of responsibilities. I will check every version you check in in Github and who checked in. If I don’t find someone’s name (or, if someone’s contribution is very less) I will take off points for the entire team.