Team\_27\_M1\_D2\_Task\_Policy

Team 27 will be using a format similar to the templates provided. Each milestone has its own Microsoft Excel document with a master milestone task log tab and weekly task log tabs corresponding to each week that milestone could possibly be worked on according to the syllabus version 19.2.0-14. Weekly milestone tasks and details will be pasted into the overall milestone tab before submission of the milestone. There may be more than one weekly timesheet for a given week if more than one milestone is being worked on at that time. Milestone tasks sheets have only been created for M1 through M4 per the instructions. Milestone task sheets have been built during this initial planning time to alleviate future workloads and ensure adherence to the task policy.

For ease of recording and consistency across teammates, will roundup to the nearest whole hour when reporting task time.

Task sheets have been saved on the Team 27 OneDrive to ensure quick, easy access and constant visibility for all teammates.

As part of our weekly Sunday night calls, the team will review the task logs to clarify dependencies, questions, and clearly define deliverable expectations.

Teammates are encouraged to brainstorm and list task items within a given milestone. Tasks will be self-assigned and therefore a teammate can volunteer to assign themselves a task that may have been the idea of another teammate. During every Sunday night call, any tasks without assignment will be addressed. Team 27 is committed to an even distribution of tasks throughout the team.

Team 27 recognizes that external factors like jobs and families may interfere with planned task activity. If for any reason a team member will not be able to meet an assigned task by the deadline discussed and agreed upon during our Sunday night calls an email to the school email addresses and a WhatsApp text will be sent as soon as possible to the other members of the team. It is Team 27’s intent to set deadlines well in advance of a due date to ensure last minute