**Current Team Roles**

Ruxandra - Research - by next meeting

Tom - Research - by next meeting

Vino - Reading document about risk management

Gergana - Gantt chart for plan - by Friday

Sarjeena - Competitor analysis - by next meeting

Kirthi - Gantt Chart - by Friday

Andrei - Looking into tools for project - by next meeting

Elaine - Research - by next meeting

Megane - Emailing stakeholders - by Thursday

Abraham - Research - by next meeting

Andreas - Competitor analysis - by next meeting

Danyaal - Skills audit - by next meeting

Johan - Research - by next meeting

Sam - Contacting stakeholder (by Thursday), github issues/syncing to github (by the end of the week)

**Project Management Deadlines**

* October 16th - Submit plan
* Oct 23rd, Oct 30th, Nov 6th, Nov 13th, Nov 20th, Nov 27th, Dec 4th - Retrospective reports
* December 11th - Final report and video