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| Week | Day |
| 2 | January 3 |
| 1 | January 12 |

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| **Date** | **Responsibility** | **Task** | **Approval** |
| EOW | **Project Lead** | **ALL** enhancement features must be listed on the STP feature page. | Any features added after the 4 week deadline must be approved by Josh Brasel. |
| EOW | **Project Lead** | Send e-mail notifying everyone for schedule and define critical defect feature week. |  |

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| **Date** | **Responsibility** |
| EOW | **Engineer** |