| Delivery | Task | Person Responsible | Due Date |
| --- | --- | --- | --- |
| Delivery 1 Part 1 | Create document cover page, revision history page, table of contents, table of figures and table of tables | Samantha | Oct 7 |
|  | Revise Scope and project description | Andy | Oct 7 |
|  | Create Glossary | Sumeet | Oct 7 |
|  | Describe features of the system | Anthony | Oct 7 |
|  | Create CSA requirements table | Angela | Oct 7 |
|  | Create future software requirements table | Angela | Oct 7 |
|  | Identify software requirements | TBD | TBD |
|  | Create top level use case diagram | Andy | Oct 7 |
|  | Create Reserve Ticket Use Case description | Andy | Oct 7 |
|  | Create Reserve Ticket Activity Diagram | TBD |  |
|  | Create Reserve Ticket Function Point estimate artifacts | Andy | Oct 7 |
| Delivery 1 Part 2 | Describe how we will operate, roles, tools to be used, common strategy | Samantha | Oct 7 |
|  | Describe QA strategy | Rashad | Oct 7 |
|  | Create Project Schedule | Angela | Oct 7 |
|  | Write up meeting minutes | Samantha | Oct 7 |
|  | Integrate tasks for Delivery 1 | All contribute with one person creating the master | Oct 7 |
|  | Peer review Delivery 1 | All | Oct 8 |
|  | Submit Delivery 1 | Samantha | Oct 8 |
| Delivery 2 Part 1 | Goals and Objectives | TBD | Oct 29 |
|  | Refine scope | Sumeet | Oct 29 |
|  | Function Point Estimate | All | Oct 29 |
|  | Set of Use Cases | All | Oct 29 |
|  | Activity Diagrams | All | Oct 29 |
|  | Sequence Diagrams | All | Oct 29 |
|  | Update Requirements tables | Andy | Oct 29 |
|  | Update Traceability Matrix | Anthony | Oct 29 |
|  | Update Glossary | Rashad | Oct 29 |
| Delivery 2 Part 2 | Preliminary QA Audit Report | All | Oct 29 |
|  | CM Audit | Angela | Oct 29 |
|  | Add to meeting minutes | Samantha | Oct 29 |
|  | Add to Project Schedule | Angela | Oct 29 |
|  | Peer Review Delivery 2 | All | Oct 29 |
| Delivery 3 Part 1 | Goal diagrams | All | Nov 19 |
|  | Refine requirements | All | Nov 19 |
|  | Refine Activity Diagrams | All | Nov 19 |
|  | Refine Sequence Diagrams | All | Nov 19 |
|  | Update all requirements tables | All | Nov 19 |
| Delivery 3 Part 2 | CM Audit | Angela | Nov 19 |
|  | Update meeting minutes | Samantha | Nov 19 |
|  | Update Lessons Learned | ALL | Nov 19 |
|  | Peer Review Delivery 3 | All | Nov 19 |
| Final Delivery Part 1 | Goal diagrams | All | Dec 1 |
|  | Refine requirements | All | Dec 1 |
|  | Refine Activity Diagrams | All | Dec 1 |
|  | Refine Sequence Diagrams | All | Dec 1 |
| Final Delivery Part 2 | CM Audit | Angela | Dec 1 |
|  | Update meeting minutes | Samantha | Dec 1 |
|  | Update Lessons Learned | All | Dec 1 |
|  | Peer Review Delivery 3 | All | Dec 1 |