

Task List

Available Status:

Complete

In Progress

Assigned

None

Urgent

Delayed

Task Description	Assigned To:	Assigned:	Due:	Completed:	Status:
Look at Kiln behind Shiley	All	1/15/2016		1/22/2016	Complete
Patent Searches	All	1/15/2016			In Progress
Arrange Meeting Times	Katie	1/15/2016		1/20/2016	Complete
Website Requirements	Tim	1/22/2016	1/29/2016		Complete
Obtain Information from other team	All	1/22/2016			In Progress
Timeline	Chris & Rudi	1/15/2016			In Progress
Translate Deliverables to spring semester	Rudi	1/26/2016	1/30/2016	1/28/2016	Complete
Message to Vijlee about Funding	Katie	1/26/2016	1/30/2016	1/27/2016	Complete
Request Books	Katie	1/26/2016	2/1/2016	2/1/2016	Complete
Send Tom email introducing team & schedule meeting	Chris	1/26/2016	1/30/2016	2/1/2016	Complete
Write Project Charter (see Rudi's timeline for details)	Rudi & Kevin	1/28/2016	2/2/2016	2/1/2016	Complete
Write Industrial Advisor Memo (see Rudi's timeline)	Chris & Tim	1/28/2016	2/9/2016		Complete
Project Plan Write Up	Katie & Paul		2/5/2016		Complete
Website Launch	Tim		2/12/2016		Assigned
Read characoal paper	All	1/29/2016	2/5/2016		In Progress
Get key card access to Shiley 104	All				In Progress
<b>Prototype supplies</b>			2/9/2016		
Paint cans	Chris & Tim				Delayed
Rod and stands	Katie & Paul				Delayed
Assemble prototype	All	2/2/2016	2/9/2016(delayed)		Delayed
Post a charcoal making process in the resources doc	All	2/9/2016	2/16/2016		Assigned