Main & Important Dates

**Contribution Tracker**

Hey guys! I made this in case anyone wanted to just add their contributions, weekly reminders, etc. in here instead of needing to juggle different docs in different places. That way it’s easier to remember to edit it throughout the process :) (at least for me)

The tabs on the left will bring you to a space where you can write down whatever if you want to use it.

**Important Dates**

1. Team list and brief project proposal submission
   1. Due: Sunday 12th Jan by 23:59.
2. Release planning document (including the Product Backlog and First Sprint Backlog)
   1. Due: Sunday 19th Jan by 23:59.
3. Progress Reports and Review Meetings:
   1. Progress Report 1 by Sunday 23rd Feb by 23:59.
   2. Progress Report 2 by Sunday 22nd March by 23:59
   3. Final Report: from 14th April to 25th April
4. Final Demonstration/Presentation/Report
   1. 14th to 25th April.

Anthony

Jacob

| **Date:** | **Items** |
| --- | --- |
| 9th Jan 2025 | * Nominated as a Product Contributor * Project proposal document:   + Overall Description   + Basic Features Section * Meeting Minutes document: rough action items |
| 14th Jan 2025 | * Collaborated to build and organize the Jira boards into sprints. * I worked on planning documents, describing the intro, user story overview, and team member contribution. * Worked with team to provide insight for the user stories |
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|  |  |

Rouvin

| **Date:** | **Items** |
| --- | --- |
| 9th Jan 2025 | * Nominated as Product Owner * Project proposal document:   + Overall Description   + Basic Features Section   + Time Table (Structure + 10% of content) * Meeting Minutes document: rough action items |
| 14th Jan 2025 | * Release planning Document:   + Created release plan template   + Added partial content for user stories and sprints * Set up Jira Project (Test) with members * Added tasks/ User Stories to the Jira board, created custom fields, assigned tasks, etc. |
| 21st Jan 2025 | * Updated Jira board with completed/ ongoing tasks * Added |
|  |  |

Sangmitra

Skye

Meeting on 14th @ 10am

**To Do:**

* ~~Update next minutes with topics that will be discussed and next due date~~
  + ~~Add topic to briefly discuss new docs and layouts (weekly work section, this page, etc so everyone knows they exist if they want to use them)~~
* Watch tutorials

After the 19th:

* Work with group to make a list of goals for the first sprint/iteration and how long it should last
  + First progress report is due 23rd February, keep in mind what goals we want to accomplish by then

**Contributions**

* Worked on SE section of project proposal
* Took meeting minutes

Tyler