Fair Share: Property Tax Assessment project plan

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**Presentation Timeline**

1. PowerPoint Template Selection - 11.8
2. Slide Drafting - 11.8 to 11.13
3. Group meeting – 11.15
4. Slide Finalization - 11.13 to 11. 20
5. Presentation Recording + Group meeting - 11.22
6. Video Editing and Finalization - 11.22 to 11.24
7. Final Submission – 11.25

**Paper Timeline**

1. Literature Review + Draft – 11.8 to 11.13
2. Group meeting – 11.15
3. Group meeting - 11.22
4. Proposal Finalization – 11.13 to 11.25
5. Final Report Compilation – 11.25 to 11.27
6. Final Submission – 11.29

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**Literature Review + Draft**

Due Date: November 13  
Total Papers: 10

Group Members & Focus Areas:

1. Stephanie – Introduction (Overall/Contextual Background)
2. Ziyin & Minli – Methods/Procedures/Design
3. Drew & Shatha – Deliverable/Risk/Sustainability

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| --- | --- | --- |
| Member | First Article | Second Article |
| Stephanie | Racial Inequalities |  |
| Minli | Property Tax Progressivity |  |
| Ziyin | Methods: Vertical Inequity |  |
| Drew | Ratio Studies |  |
| Shatha | Regressive Tax Rates |  |

**Introduction Draft (Stephanie):**

1. Describe the client, including their role and involvement.
2. Explain the identified need or gap.
3. Provide contextual background.

**Methods/Procedures/Design Draft (Ziyin & Minli):**

1. Overview of potential methods, tools, and standards, with justification for selected approaches.
2. Step-by-step procedures, including a proposed timeline.
3. Rationale for each step and decision made.

**Deliverable/Risk Draft (Drew & Shatha):**

1. Define the primary deliverable.
2. Identify potential risks.

*Purpose*: Both drafts will serve the proposal and presentation.

**Finalization**

Due by November 20

**Introduction (Stephanie):**

1. Refine client description and contextual background.
2. Summarize the project scope.
3. Outline learning objectives for the group and individuals.

**Methods/Procedures/Design (Ziyin & Minli):**

1. Refine methods and standards overview.
2. Provide a finalized procedural timeline.
3. Explain rationale for each decision.

**Deliverable/Risk (Drew & Shatha):**

1. Confirm primary deliverable.
2. Expand on potential risks.
3. Consider sustainability.

*Purpose*: Prepare for the proposal and presentation.