

Overall Task	Sub Tasks	Lead	Due Date
Team Strategy	Create semester overview and task breakout (<i>Roadmaps</i>)	Devon	2/26
	Breakdown goals (<i>Clarity of goals per week</i>)	Devon	2/26
	Outline of communication processes	Zack	2/27
	Create semester availability (<i>Inclusion of timeframes</i>)	Devon	2/26
Midterm Sponsor Call	Create agenda for the call	Zack	2/29
	Set a date for the call	Zack	2/29
Progress Report	Create slides	Devon	
	Write and rehearse script		
PR Sponsor Call	Create agenda for call	Zack	
	Determine what information is key to convey		
Visualization	Each team member bring at least two sample visuals	All	
Executive Summary Draft [Team Comms 2]	Write key findings	Devon	
	Decide on visuals to present in draft		
Engineering Report Draft [Team Comms 2]	Compile key bullets for different sections	Simran	
Final Slides [Final Deliverable]	Final compilation of individual slides	Devon	
Final Exec Summ [Final Deliverable]	Summary of methods used	Devon	
	Consider next steps	Claire	
Final Eng Rep [Final Deliverable]	Methodology	Simran	
Final Video [Final Deliverable]	Weekly videos (added to agenda)	Zack	