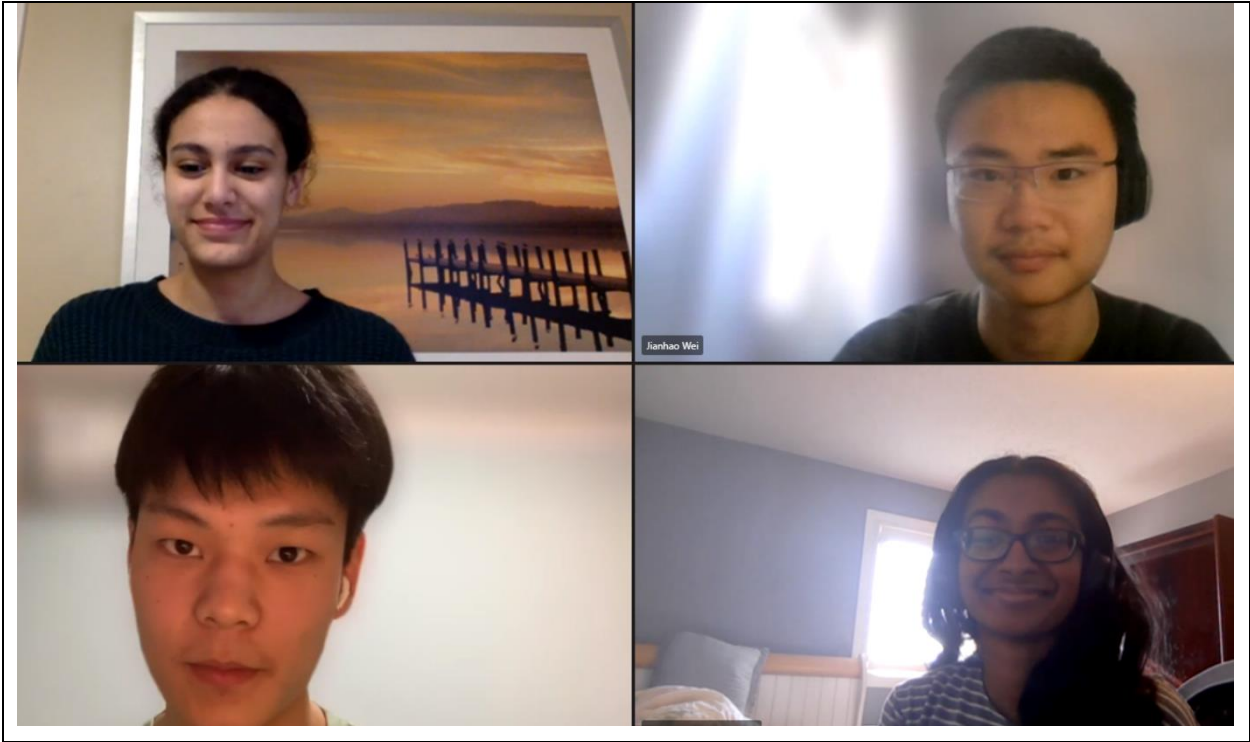## PROJECT FOUR: MILESTONE 0 – COVER PAGE

Team Number:

THURS
18

Please list full names and MacID's of all *present* Team Members.

Full Name:	MacID:
Jianhao Wei	weij50
Sarah Youssef	yousss6
Chengyao Liu	liuc169
Vaisnavi Shanthamoorthy	shanthav

Insert your Team Portrait in the dialog box below.

MILESTONE 0 – TEAM CHARTER

Team Number: | THURS 18

Incoming Personnel Administrative Portfolio:

Prior to identifying Leads, identify each team members incoming experience with various **Project Leads**

	Team Member Name:	Project Leads
1.	Vaisnavi Shanthamoorthy	☒M ☒A ☐C ☒S
2.	Sarah Youssef	☒M ☒A ☐C ☒S
3.	Chengyao Liu	☒M ☒A ☐C ☒S
4.	Jianhao Wei	☒M ☒A ☒C ☐S
		☐M ☐A ☐C ☐S

To 'check' each box in the Project Leads column, you must have this document open in the Microsoft Word Desktop App (not the browser and not MS Teams)

Project Leads:

Identify team member details (Name and MACID) in the space below.

Role:	Team Member Name:	MacID
Manager	Vaisnavi Shanthamoorthy	shanthav
Administrator	Chengyao Liu	liuc169
Coordinator	Sarah Youssef	yousss6
Subject Matter Expert	Jianhao Wei	weij50

MILESTONE 0 – PRELIMINARY GANTT CHART (TEAM MANAGER ONLY)

Team Number: | THURS 18

Full Name of Team Manager:	MacID:
Vaisnavi Shanthamoorthy	shanthav

Preliminary Gantt chart

Project 4: Power in Community - Preliminary Gantt Chart

Team Thurs-18
Project Manager: Vaisnavi Shanthamoorthy

Project Start: 02-Mar-21

Milestones	Assigned to	START DATE	END DATE
Milestone 0			
Review the Administrative Responsibilities of the P4 Module	Individual	02-Mar-21	04-Mar-21
Assign administrative responsibilites	Team	04-Mar-21	09-Mar-21
Complete Preliminary Gantt Chart	Project Manager	04-Mar-21	09-Mar-21
Complete Team Charter worksheet	Team	04-Mar-21	09-Mar-21
Milestone 1			
Take notes from the Client Introduction visit and include these notes in the worksheet	Individual	02-Mar-21	04-Mar-21
Discuss objectives and draft initial problem statement	Team	04-Mar-21	09-Mar-21
Complete Objective Tree, How/Why Ladder, Metrics Worksheet	Team	04-Mar-21	09-Mar-21
Complete Project Plan Worksheet	Team	04-Mar-21	09-Mar-21
Milestone 2			
Complete Individual Research Assignment	Individual	09-Mar-21	10-Mar-21
Generate refined problem statement	Team	11-Mar-21	16-Mar-21
Update TA on team progress	Team	11-Mar-21	11-Mar-21
Complete Functional Analysis worksheet	Team	11-Mar-21	16-Mar-21
Complete Concept Exploration Wroksheet	Team	11-Mar-21	16-Mar-21
Milestone 3			
Come up with one refined concept in the form of an initial prototype	Individual	16-Mar-21	17-Mar-21
Complete Decision Matrix worksheet	Team	18-Mar-21	23-Mar-21
Update TA on team progress	Team	18-Mar-21	18-Mar-21
Complete Design Review worksheet	Team	18-Mar-21	23-Mar-21
Milestone 4			
Complete Prototype Iteration worksheet	Team	25-Mar-21	30-Mar-21
Complete Prototyping Test Plan worksheet	Team	25-Mar-21	30-Mar-21
Update TA on team progress	Team	25-Mar-21	25-Mar-21
Complete Design Review worksheet	Team	25-Mar-21	30-Mar-21
Dedicated Project Time			
Work towards finalizing design	Team	30-Mar-21	05-Apr-21
Update TA on team progress	Team	01-Apr-21	01-Apr-21
Create a pitch video demonstrating your design, its features, and advantages	Team	30-Mar-21	05-Apr-21
Presentation Prep	Team	30-Mar-21	05-Apr-21
Final Presentation: Make a Client Pitch			
Upload the video or a publicly accessible link to Avenue	Project Administrator	06-Apr-21	12-Apr-21
Present video pitch to evaluators and answer questions posed by evaluators about the design on your specified presentation day	Team	06-Apr-21	12-Apr-21
Final Deliverable			
Logbook of Additional Meetings & Discussion	Coordinator	04-Mar-21	12-Apr-21
Final Gantt Chart	Project Administrator	04-Mar-21	12-Apr-21
Source Materials Database	Subject Matter Expert	06-Apr-21	12-Apr-21
Project Reflection	Individual	06-Apr-21	12-Apr-21
Design Project Report	Team	09-Apr-21	12-Apr-21