

Deliverable / To Do	Deadline/Time	Member Name	Progress (Done / In Progress)	Additional Comments
Week 3 (Feb 17-21)				
Team Goals: -Set up sponsor call -Follow up email and send sponsor doc -Set up semester schedule -Finish assigning sub-teams and roles -Update team Wiki				
Set up Sponsor Call		Amanda	Done	
Follow up email and send sponsor doc		Amanda	Done	
Set up semester schedule (google sheet)		Lisa	Done	
Finish assigning sub-teams		Sam and Tom	Done	
Update team Wiki		Riley	Done	
Week 4 (Feb 24 - 28)				
Team Goals: -Start recording team members during meetings for final video (1) -Tech -Strat/Comm				
Start recording team members during meetings for final video (7)				
weekly call with dustin and ben	Feb 27	All		
team training	March 3	All		
start working on individual deliverable	March 5	All		
Update team wiki		Riley		
Week 5 (Mar 2 - 6)				
Team Goals: -Set up sponsor call to review mid-term progress report for next week -Tech -Strat/Comm				
weekly call with dustin and ben (review mid-term progress rep)	March 5	All		
Organize and outline progress report presentation	March 5			
Finish individual deliverable #1 by Mar 5	March 5	All		Include sensor research for each concept- possible constraints
Update team wiki		Riley		
Week 6 (Mar 9 - 13)				
Team Goals: -Organize and outline progress report presentation -Tech -Strat/Comm				
weekly call with dustin and ben	March 12	All		
Downselect designs and parts (team deliverable #2)	March 10			
Update team wiki		Riley		
Week 7 (Mar 16 - 20)				
Team Goals: -Print progress report presentations to wiki in PDF -Tech -Strat/Comm				
weekly call with dustin and ben	March 19	All		
Finalize parts list	3/17			
order parts	3/17			
Update team wiki		Riley		
Week 8 (Mar 23 - 27) SPRING BREAK!				
Order parts before.				
Week 9 (Mar 30 - April 3)				
Team Goals: -set up sponsor call progress report -Start editing engineering report, sketching the executive summary and brainstorming ideas for the video -Tech -Strat/Comm				
weekly call with dustin and ben	March 26	All		
Set up sponsor call progress report				
Insert Strat/Comm to dos				
Update team wiki		Riley		
Week 10 (Apr 6 - 10)				
Team Goals: -Using each person's individual strategy deliverable, review current status of project plan, review resource allocation, flag critical areas and update timeline as necessary -Tech -Strat/Comm				
weekly call with dustin and ben	April 9	All		
Insert Strat/Comm to dos				
Update team wiki		Riley		
Week 11 (April 13 - 17)				
Team Goals: -Tech -Strat/Comm				
weekly call with dustin and ben	April 16	All		
Insert Strat/Comm to dos				
Update team wiki		Riley		
Week 12 (April 20 - 24)				
Team Goals: -submit one visualization that summarizes your most important findings of the semester. Felice Frankel will then review it and critique it in class -Tech -Strat/Comm				
weekly call with dustin and ben	April 23	All		
Insert Strat/Comm to dos				
Update team wiki		Riley		
Week 13 (April 27 - May 1)				
Team Goals: -draft of executive summary and outline of engineering report with key figures and placeholders send to Andreas Karatzolis (karatool@mit.edu) to review then post to Wiki -Tech -Strat/Comm				
weekly call with dustin and ben	April 30	All		
Insert Strat/Comm to dos				
Update team wiki		Riley		
Week 14 (May 4 - 8)				
Team Goals: -prepare sponsor handoff package and final deliverables -print slides for the feedback sessions -Tech -Strat/Comm				
weekly call with dustin and ben	All			
Insert Strat/Comm to dos				
Update team wiki		Riley		
Final Presentation May 12th				