

Task Schedule (Updated 4/13/26 7 AM)

	Status	Deadline	Task	Time	Assigned to	Contribution Value	Unavailability	Most Recent Update Indicator
Week 1 (3/2-3/8)	—	3/4	Preliminary Task Schedule Draft and Ongoing Maintenance	9:05 AM	Eloy	4		
	Complete	3/5	Contact Client for Virtual Meeting via Email Draft email	12:00 PM	TM 3	1		
	—	ongoing	Meeting/Workshop Agendas	—	Eloy	2		
	Complete	3/6	Class Workshop—Team Charter	9:05am-9:55am	All			
	Complete	3/6	Edit and Send Zoom email		TM 3	1		
	Complete	3/6	Meeting	TBD	All		TM 3 Gone	
	Complete	3/6	Preliminary Task Schedule-Finalized	11:59 PM	Eloy	2	—	
	Complete	3/6	Team Charter Due (in Canvas, everyone submits same copy)	11:59 PM	All		—	
	Complete	3/7	Research Before Interview-(TM 2 Directs)	11:59 PM	Eloy	3	—	
	Complete	3/7	Research Before Interview-(TM 2 Directs)	11:59 PM	TM 1	3	—	
	Complete	3/7	Research Before Interview-(TM 2 Directs) IF TIME	11:59 PM	TM 3/TM 2	3	—	
	Complete	3/8	Pre-Interview Research (see GCP Prompt)	11:59 PM	All (TM 2-directs)	5	—	
	Complete	3/8	Write Questions for Interview	11:59 PM	TM 1	2	—	
	Complete	3/8	Create Interview Script/Plan	11:59 PM	TM 1	2	—	
	Complete	3/8	Email Client Interview-Questions and Zoom Link	12:00 PM	TM 3	1	—	
	Complete	3/9	Virtual Meeting with Client	8:00am-8:25am	All			
	Complete	3/9	Meeting Discussing Interview-Findings, deliverables, samples, client proposal	8:30am-9:00am	All			
	Complete	3/9	Progress Report Template	N/A	TM 1	1		
	Complete	3/9	Email Client with choice of deliverables, and set up next meeting(s)		TM 3	1		

Week 2 (3/9-3/15)	Complete	3/11	Client Proposal Template- (see CCP Prompt for headers)	11:59 PM	TM 1	1		
	Complete	3/12	Proposal Objectives	11:59 PM	TM 1	2		
	Complete	3/12	Deliverable Breakdown:- Newsletter Audit and- Messaging Report	11:59:00 PM	TM 2	2		
	Complete	3/12	Deliverable Breakdown:- Audience Research and- Implementation Report	11:59:00 PM	TM 2	2		
	Complete	3/12	Deliverable Breakdown:- 5- Promotional Posts for- Newsletter Signups	11:59:00 PM	TM 3	2		
	Complete	3/12	Deliverable Breakdown:- Farmers Market Facebook- Setup and Description	11:59:00 PM	TM 3	2		
	Complete	3/12	Deliverable Breakdown:- Farmers Market Graphic for Newsletter	11:59:00 PM	Eloy	2		
	Complete	3/12	Deliverable Breakdown:- 3- Social Media Posts for- Farmers Market event	11:59:00 PM	TM 1	2		
	Complete	3/12	Deliverable Breakdown:- Brochure for Distribution at Farmers Market.	11:59:00 PM	TM 2	2		
	Complete	3/12	Tentative Work and Meeting- Schedule	11:59:00 PM	Eloy	2		
	Complete	3/12	Request for Written- Agreement (see CCP prompt)	11:59:00 PM	TM 3	2		
	Complete	3/12?	Client Proposal Draft (to- Teams) for individual revision	11:59 PM	All			
	Complete?	3/14	Extensive Revisions		TM 1	4?		
		3/14	Client Proposal (to Canvas)	1:00 PM		s		
	Complete	3/15	Progress Report 1 Draft	11:59 PM	Eloy	4		
Week 3 (3/16-3/22)		3/15	Email Debbie		TM 3	1		4/4
	Complete	3/16	Client Proposal (to Dr. Dye)					
	Complete	3/16	Class Workshop	9:05am-9:55am	All			
	Complete	3/16	Regular Meeting With Client	5:45-6:30 PM	All			
	Complete	3/17	Progress Report 1 (3/18 in- Canvas)	11:59 PM	Eloy	2		
	Complete	3/20	Class Workshop	9:05am-9:55am	All*		Eloy & TM 1 gone 3/18-22	

Week 6 (4/6-4/12)	We	Complete	3/20	Research Deliverables- Layout/outline/assignments		TM 2	5		
		Complete	3/22	Progress Report 2 Draft	11:59 PM	TM 3	4		
	Week 4 (3/23-3/29)	Complete	3/23	Research/Audit Checkpoint	11:59 PM				
		Complete	3/23	Glass Workshop	9:05am-9:55am	All			
		Complete	3/23	Finish Final Client Proposal					
		Complete	3/23	Regular Meeting With Client- (potentially)	5:45-6:30 PM	All			
		Complete	3/24	Progress Report 2 (3/25 in- Canvas)	11:59 PM	TM 3	2		
		Complete	3/25	Research Draft					
		Complete	3/29	Progress Report 3 Draft	11:59 PM	TM 2	4		
		Complete	3/29	Email Debbie		TM 3	1		4/4
	Week 5 (3/30-4/5)	Complete	3/30	Regular Meeting With Client- (potentially)	5:45-6:30 PM	All			
		Complete	3/31	Progress Report 3 (4/1 in- Canvas)	11:59 PM	TM 2	2		
		Complete	4/1	Glass Work Shop [Team- Conference with Dr. Dye]	9:05am-9:55am	All			
		Complete	4/5	Progress Report 4 Draft	11:59 PM	TM 1	4		
		Complete	4/5	Cross Revise each pair's- deliverable reports	11:59 AM	All			4/4
		Complete	-	-	-	TM 3	2		-
		Complete	-	-	-	TM 1	2		-
		Complete	-	-	-	TM 2	2		-
		Complete	-	-	-	Eloy	2		-
		Complete	4/6	Regular Meeting With Client- (potentially)	5:45-6:30 PM	All			
		Complete	4/6	All Deliverable Reports Due	11:59 PM				4/4
		Complete	-	Newspaper Audit	-	TM 3	5		-
		Complete	-	Newspaper Audit	-	TM 1	5		-
		Complete	-	Audience Research Report	-	TM 2	5		-
		Complete	-	Audience Research Report	-	Eloy	5		-
		Complete	4/7	Progress Report 4 (4/8 in- Canvas)	11:59 PM	TM 1	2		
		Complete	4/8	All Social Media Deliverables- "Due"					4/4
		Complete	-	1 Facebook Post		TM 2	3		-
		Complete	-	1 Instagram Post		TM 1	3		-

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Σ	Complete	-	2 Instagram Posts		TM 3	5		-
	Complete	-	1 Facebook Post		Eloy	3		-
	Complete	4/10	Class Workshop (work on presentation)	9:05am-9:55am	All*		TM 3 gone (Potentially)	
	Complete	4/10	Full Portfolio Drafted,	11:59 PM	All			
	Complete	4/12	Meeting to Rehearse/Finalize Presentation	TBD (8pm-after)	ALL			4/4
	Complete	4/12	GCP Portfolio Due (4/13 in Canvas)	9:05am-9:55am				-
	Complete	4/13	GCP Presentation	9:05am-9:55am	All			
	KEY							
	Meeting/Workshop							
	Hard Deadline							
	Draft Due							
	Meeting/Interview With Client							
	Presentation							
			Updated 4/4/26, 6pm					
	TM 1	Total Contributions:	33					
	Eloy	Total Contributions:	31					
	TM 3	Total Contributions:	30					
	TM 2	Total Contributions:	35					