

Member	Description of Activity / Job Task	Date/Time
March 8, 2004 – March 12, 2004		
Ron	Introduce project to team members Define project and client's needs	3/9/04 at 4:00 p.m. 3/9/04 at 4:00 p.m.
Team	Select topics for instructional units. Determine roles and responsibilities	3/9/04 at 4:00 p.m. 3/9/04 at 4:00 p.m.
Pam	Conduct Internet research	3/11/04 by 5:00 p.m.
Team	Conference call for progress review	3/12/04 at 1:00 p.m.
March 15, 2004 – March 19, 2004		
Team	Conference call for progress review Weekly conference	3/15/04 at 1:00 p.m. 3/16/04 at 3:00 p.m.
Ron	Identify deliverables	3/16/04 at 4:00 p.m.
Pam	Prepare draft of schedule and work plans First draft of outline for instructional units	3/19/04 by 5:00 p.m. 3/19/04 by 5:00 p.m.
Ron	First draft of outline for instructional units	3/19/04 by 5:00 p.m.
Team	Conference call for progress review	3/19/04 at 1:00 p.m.
March 22, 2004 – March 26, 2004		
Team	Conference call for progress review Weekly progress review	3/22/04 at 1:00 p.m. 3/23/04 at 3:00 p.m.
Ron	Outline first draft of Module 1, Lesson 1 Submit to Pam for review	3/23/04 at 3:00 p.m.
Pam	Outline first draft of Module 2, Lesson 1 Submit to Ron for review Submit final schedule and work plans	3/23/04 by 1:00 p.m. 3/23/04 at 3:00 p.m. 3/23/04 at 4:00 p.m.
Team	Interview subject matter expert Visit SMART classroom at SDSU Conference call for progress review	3/24/04 at 10:00 a.m. 3/25/04 at 3:00 p.m. 3/26/04 at 1:00 p.m.
March 29, 2004 – April 2, 2004		
Team	Conference call for progress review Weekly progress review Group conference, work on project	3/29/04 at 1:00 p.m. 3/30/04 at 3:00 p.m. 3/30/04 at 4:00 p.m.
Ron	Continue with instructional plans Submit to Pam for review	4/1/04 by 4:00 p.m. 4/1/04 by 5:00 p.m.
Pam	Continue with instructional plans Submit to Ron for review	4/1/04 by 4:00 p.m. 4/1/04 by 5:00 p.m.
Team	Conference call for progress review	4/2/04 at 1:00 p.m.