

Jude
 Karlyn
 Jaycie
 Vivek
 ALL

TASK SCHEDULE

DUE DATE	ASSIGNMENT	DESCRIPTION	PEOPLE	STATUS
Oct 4, 2022	Team Charter	The team charter will contain important information that we will use going forward, which includes: team names, goals, skills we want to work on as a team, how we will handle missed deadlines, our individual goals, etc.	ALL	<u>COMPLETED</u>
ONGOING	Task Schedule	The task schedule will give a detailed description of the assignments, names of assignments, due dates , and who is working on what.	Jude	<u>ONGOING</u>
Oct 5, 2022	First Progress Report	This will be in a <i>short memo</i> format and will contain the progress that our team has made this week.	Jude	<u>COMPLETED</u>
Oct 5, 2022	Email first introduction to Doug	First email to Doug - this includes our team name, our goals for this project, what we are working on, etc. This is the first line of communication between us and Doug so make sure that he gets to know our purpose well right off the bat! **for stage two, make sure to ask questions about how they communicate internally so we have a general idea of how they communicate with donors, members, volunteers, etc.	Jaycie	<u>COMPLETED</u>
Oct 7, 2022	Social Media Research	In a <i>memo</i> format, describe information that you found on ACW through their social media	Karlyn	<u>COMPLETED</u>

		(Instagram, Facebook, Twitter, Website, etc.). This includes, but is not limited to missions, history, values, audiences, logos/the different styles they use		
Oct 7, 2022	Primary Research	In a <i>memo</i> format, describe information on ACW through the conversations we had with Doug at ACW. This includes, but is not limited to, technological programs, communication challenges, needs, and style requirements.	Vivek	<u>COMPLETED</u>
Oct 9, 2022	Internal Research	In a short <i>memo</i> format, describe how ACW operates internally. This includes, but is not limited to, how they communicate with the people they serve, their employees, their donors, artists, etc.	Jaycie	<u>COMPLETED</u>
Oct 11, 2022	Primary Research, Social Media Research, Internal Research	This <i>two-page memo</i> will contain the primary research and the social media research that was conducted and completed on October 7.	Vivek & Karlyn & Jaycie	<u>COMPLETED</u>
Oct 10, 2022	Interview Protocol	Based on the research conducted for the last memo, write 8-10 questions for the interview with Doug (as well as the people he recommends we talk to) **What do we need to know to do the world that we are being asked to do? Focus on questions we don't know after the research is over. This will be in script format (introductions, closing remarks, etc.) as well as our questions . This is NOT something we will share with Doug, but something we will use to stay on track with Doug.**	Jaycie** ** this can be separated with other people if needed	<u>COMPLETED</u>

		** more information explaining is on Canvas under stage three		
Oct 12, 2022	Progress Report		Karlyn	<u>COMPLETED</u>
Oct 13, 2022	Client Proposal	Anderson chapter	Jaycie	<u>COMPLETED</u>
Oct 18, 2022	Flo Cameron Portrait DRAFT		Vivek	<u>(PARTIALLY) COMPLETED</u>
Oct 18, 2022	Exhibit Paper DRAFT		Karlyn	<u>COMPELTED</u>
Oct 20, 2022	Exhibit Paper FINAL		Karlyn	<u>COMPLETED</u>
Oct 20, 2022	Flo Cameron Portrait FINAL		Vivek	<u>COMPLETED</u>
Oct 21, 2022	Email Doug BOTH Final Draft		Jaycie	<u>COMPLETED</u>
Oct 25, 2022	Instagram Story, Post, etc. DRAFT		Jude	<u>COMPLETED</u>
Oct 25, 2022	Slideshow for Gift Shop DRAFT		Vivek	<u>COMPLETED</u>
Oct 25, 2022	Woodblocking Info DRAFT		Karlyn	<u>COMPLETED</u>
Oct 25, 2022	Baumann Portrait DRAFT		Jaycie	<u>COMPLETED</u>
Oct 27, 2022	Baumann FINAL DRAFT		Jaycie	<u>COMPLETED</u>
Oct 27, 2022	Woodblocking Info FINAL DRAFT		Karlyn	<u>COMPLETED</u>
Oct 27, 2022	Instagram Story, Post, etc. FINAL DRAFT		Jude	<u>COMPLETED</u>
Oct 27, 2022	Slideshow for		Vivek	<u>COMPLETED</u>

	Gift Shop FINAL DRAFT			
Oct 28, 2022	Email Doug ALL Final Drafts this Week		Jaycie	<u>COMPLETED</u>
Nov 8, 2022	Final Draft	<p>The final draft will contain everything we have worked on that has been approved by Doug. This includes a brief, white paper that will talk about the Cameron exhibit, as well as the description of Blek le Rat and the Eve Statue (purpose: background for media, collectors, linked on the website, etc.), multiple paragraphs about the Cameron exhibit and Blek le Rat and the Eve Statue (purpose: press releases, exhibit information, etc.), short sentences about the same artists & exhibits (purpose: social media posts, quotes for media, pr, etc.). Finally, the team media that we decided on.</p>	ALL	