

Task	Assigned To	Re-Assigned To	Why?	Comp	On Time?	Time Diff
Week 4						
Project Manager - Erin's Tasks						
Assign weekly tasks	Erin			Yes	No	3 days
Revise and distribute Gantt chart	Erin			Yes	No	3 days
Collect Michelle's files	Jose & Erin			Yes	Yes	
Update Web Monkeys logo	Erin			Yes	Yes	
Distribute new logo	Erin			Yes	Yes	
Remove Michelle from Huddle	Erin			Yes	Yes	
Update Process Site Team Page	Erin			Yes	Yes	
Update Process Site with Week 7 items	Erin			Yes	Yes	
Update Process Site Index page	Erin			Yes	Yes	
Communicate with ex-client regarding no longer working with them	Erin			Yes	Yes	
Communicate with Ni regarding Process Site and updates	Erin			Yes	Yes	
Revise Flash Header (version 7)	Erin			Yes	Yes	
Create site intro motion graphics (version 1)	Erin			Yes	Yes	
Read Kuniavsky Usability reading and draft questions for testers	Everybody			Yes	Yes	
Update Task Report	Erin			Yes	Yes	
Update Gantt Chart	Erin			Yes	Yes	
Create break down of Process Site updates	Erin			Yes	Yes	
Update User Scenario presentation with new images from Danny	Erin			Yes	Yes	
Archive client communications from Week 8	Erin			No	No	1 day
Content Manager - Jose's Tasks						
Complete tech tasks per Aileen's task list	Everybody					
Collect Michelle's files	Jose & Erin			Yes	Yes	
Collect and distribute dummy ads from "The Onion"	Jose			Yes	Yes	
Collect URLs for Footer links and distribute	Jose			Yes	Yes	
Archive Week 8 reading on Huddle	Jose			Yes	Yes	
Read Kuniavsky Usability reading and draft questions for testers	Everybody			Yes	Yes	
Research creating "rating system"	Jose			Half	Half	
Update CSS for info page layouts	Jose			Half	Half	
Review Erin's motion graphics and provide feedback	Everybody			Yes	Yes	
Technical Director - Aileen's Tasks						
Assign Week 8 Tech Tasks	Aileen			Yes	Yes	
Complete tech tasks per Aileen's task list	Everybody					
Give Erin login access to Process Site page	Aileen			Yes	Yes	
Remove Michelle from Base Camp	Aileen			Yes	Yes	
Create SS Site URLs and give to Erin for Flash Header encoding	Aileen			Yes	Yes	
Read Kuniavsky Usability reading and draft questions for testers	Everybody			Half	Half	
Create SS Site URLs for all pages	Aileen			Half	Half	
Update Week 8 Tech Task report	Aileen			Yes	Yes	
Submit site draft for review	Aileen			Yes	Yes	
Review Erin's motion graphics and provide feedback	Everybody			Half	Half	
Art Department - Danny's Tasks						
Complete tech tasks per Aileen's task list	Everybody					
Create Summer Shorts watermark for Flash Vid Player	Danny			Yes	Yes	
Create screenshots for User Scenario presentation	Danny			Yes	Yes	

Check and correct Hex codes in Design Doc style guide	Danny			Yes	Yes	
Revise Design Doc per teacher notes	Danny			Yes	Yes	
Revise Design Doc with new Web Monkeys logo and team names	Danny			Half	Half	
Read Kuniavsky Usability reading and draft questions for testers	Everybody			Half	Half	
Review Erin's motion graphics and provide feedback	Everybody			Yes	Yes	