

Task	Assigned To	Re-Assigned To	Why?	Completed?	On Time?	Time Diff
Week 9						
Project Manager - Erin's Tasks						
Assign weekly tasks	Erin			No	Yes	
Revise and distribute Gantt chart	Erin			Yes	Yes	
Saturday meeting at 3pm - Site fixing/Presentation practice	Everybody			Half	Half	
Write up Beta testing report	Everybody			Yes	Yes	
Revise Flash header (draft 11) (Removed "Extra Medium Shorts")	Erin			Yes	Yes	
Revise Flash header (draft 12) - Create solution for time code confusion	Erin			Yes	Yes	
Week 9, 10 and 11 elements uploaded to Process Site	Erin			Yes	Yes	
Review site for bugs and problems - list on Base Camp discussion	Everybody			Yes	Yes	
Upload Design Doc elements to Process Site	Erin			Yes	Yes	
Write Site Guidelines manual for client	Erin & Aileen			Yes	Yes	
Upload User Scenarios presentation to AuthorStream	Erin			Yes	Early	
Recode pages and header to call relative links instead of absolute links	Erin & Aileen			Yes	Yes	
Input graphical site headers on pages instead of text headers	Erin & Aileen			Yes	Yes	
Outline contents of CD for client and for Claire and give to Jose	Erin			Yes	Yes	
Input Terms and Conditions and Privacy Policy onto site	Jose	Erin		Yes	Yes	
Sunday meeting - Site fixes per Beta Testing	Everybody			Yes	Yes	
Review Summer Shorts site for bugs and report on Base Camp	E, D and J			Yes	Yes	
Monday night meeting - presentation practice, last fixes and CD burning	Everybody			Yes	Yes	
Revise Downloads and Images pages on process site	Erin			Yes	Yes	
Update Gantt chart	Erin			Yes	Yes	
Update Task Report list	Erin			Yes	Yes	
Content Manager - Jose's Tasks						
Saturday meeting at 3pm - Site fixing/Presentation practice	Everybody			Yes	Yes	
Sunday meeting - Site fixes per Beta Testing	Everybody			Half	Half	
Fixed About page and Footer bugs	Jose			Yes	Yes	
Review Summer Shorts site for bugs and report on Base Camp	E, D and J			Yes	Yes	
Write up Beta testing report	Everybody			Yes	Yes	
Create file structure for final CDs	Jose			Yes	Yes	
Collect all final assets	Jose			Yes	Yes	
Download and archive Process site	Jose			Yes	Yes	
Download and archive Summer Shorts site	Jose			Yes	Yes	
Archive all final documents	Jose			Yes	Yes	
Monday night meeting - presentation practice, last fixes and CD burning	Everybody			Yes	Yes	
Technical Director - Aileen's Tasks						
Saturday meeting at 3pm - Site fixing/Presentation practice	Everybody			No	No	
Sunday meeting - Site fixes per Beta Testing	Everybody			Yes	Early	2 hours
Review Base Camp thread regarding fixes and their priorities	Aileen			Yes	Yes	
Write up Beta testing report	Everybody			Yes	Yes	
Add Categories tag to all pages				Yes	Yes	
Re-code Categories page with image roll-overs and new art from Danny				Yes	Yes	
Add Search to every page				Yes	Yes	
Restructure footer				Yes	Yes	
New video skins for players				Yes	Yes	
Code all external links to open new windows				Yes	Yes	
Active and inactive states of billboard tags changed slightly				Yes	Yes	
Add favicon to site				Yes	Yes	
Broken links fixed				Yes	Yes	
Current news page reformatted				Yes	Yes	
Ad image added to lower billboard				Yes	Yes	
Write Site Guidelines manual for client	Erin & Aileen			Yes	Yes	

Monday night meeting - presentation practice, last fixes and CD burning	Everybody			Yes	Yes	
Art Department - Danny's Tasks						
Saturday meeting at 3pm - Site fixing/Presentation practice	Everybody			Yes	Yes	
Sunday meeting - Site fixes per Beta Testing	Everybody			Half	Half	
Review Summer Shorts site for bugs and report on Base Camp	E, D and J			No	No	
Write up Beta testing report	Everybody			Yes	Yes	
Revise Design Doc per teacher's notes	Danny			Yes	Yes	
Print Design Doc, cut and bind.	Danny			Yes	Early	2 days
Create new category art.	Danny			Yes	Yes	
Create new page header art.	Danny			Yes	Yes	
Fix layout of Site Manual document	Danny			Yes	Yes	
Create new site background with ad attached to lower billboard	Danny			Yes	Yes	
Collect fonts and font names for new Category art and deliver for CD burning	Danny			Yes	Yes	
Create new tag art for Shorts categories	Danny			Yes	Yes	
Revise PowerPoint slides for final presentation	Danny			Yes	Yes	
Monday night meeting - presentation practice, last fixes and CD burning	Everybody			Yes	Yes	
Convertible art	Danny			No	No	