# Project Name

Date:

## Overview

## Project Team

|  |  |  |  |
| --- | --- | --- | --- |
| **Roles** | **Name** | **Major responsibilities** | **Contact (Email and/or Phone)** |
| Project owner |  |  |  |
| Team leader |  |  |  |
| Team members |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Advisor / Instructor |  | Facilitate project progress; advise on project planning and management. |  |

## Project website

## Final Deliverables

## Milestones

#1 - By 2/17/2020

#2 - By 3/17/2020

#3 - By 4/14/2020

## Future milestone meetings date/time

## Communication and Meeting Planning

When and how to use email, chat, video conferencing

## Project Schedule and Tasks Planning

See the Gantt chart file attached.