

# Project Task Schedule

Project Name:	Wimbley's Rhetoric / AP Student Website
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Deadline	Task	Who	Value <sup>1</sup>	Status
<b>Week 5</b>				
9/17/2018	Team preparation worksheet	All team members	1	Completed
9/17/2018	Setup task schedule document	Rhonda	3	Completed
9/17/2018	Team charter straw document	Team (group discussion)	2	Completed
9/17/2018	Task schedule straw document	Team (group discussion)	2	Completed
9/18/2018	Compile team charter document	Team member 3	5	Completed
9/18/2018	Edit task schedule document	Team member 2	5	Completed
9/19/2018	Edit team charter	Rhonda	3	Completed
9/19/2018	Edit task schedule	Team member 2	3	Completed
9/19/2018	Research effective web design	Team Member 2 and 3	3	Completed
9/20/2018	Organize web research document	Rhonda	5	Completed
9/21/2018	Edit effective web design	Team Member 3	2	Completed
9/21/2018	Email assignment links to instructor	Rhonda	1	Completed
<b>Week 6</b>				
9/24/2018	Finalize task schedule	Rhonda	3	Completed
9/24/2018	Layout website	Rhonda	4	Completed
9/26/2018	Add content to website pages	All (see group discussion)	5	Completed
9/27/2018	Edit website	Rhonda, Team Member 2	5	Completed
9/27/2018	Design handout	Team Member 3	4	Completed
9/27/2018	Write Wimbley/McGee memo	Team Member 2	3	Completed
9/28/2018	Edit handout	Rhonda, Team Member 2	2	Completed
9/29/2018	Edit Wimbley/McGee memo	Rhonda, Team Member 3	2	Completed
9/29/2018	Final deliverables review, memo	All team members	1	Completed
9/29/2018	Send memo with links to instructor	Rhonda	1	Completed

<sup>1</sup> Joanna Wolfe, "Balancing the Workload," in *Team Writing: A Guide To Working In Groups* (Boston: Bedford/St. Martin's, 2010), 44. In this scenario, estimated contribution values are as follows: Rhonda-35; Team member 2-28; Team member 3-27.