You have been assigned a significant challenge to finish in 16 weeks. It is imperative that you begin work in earnest on your design project as early in the semester as possible. Therefore, by the start of spring semester classes, please complete the following tasks:

1. Share contact information among your team members, and decide on the most effective ways for your team to communicate. (Consider using a Wiki or other electronic asynchronous method to augment face to face time.)
2. Share your schedules.
3. Establish at least one weekly team meeting for project management purposes at a time when the course instructor can attend. (First preference is during scheduled class time on Wednesday or Friday)
4. Contact your client, and set up a meeting with him/her no later than January 17.
5. The purpose of the meeting is to solicit what the client’s needs and objectives are, as specifically as possible, and gather sufficient information to write a detailed Statement of Work that will be approved by the course instructor and the client.
6. Obtain a 3-ring binder to use for the team notebook. Put index dividers in the team notebook so you can use the binder to store contacts, data collected, research results, and so forth. Label the binder spine with the project title.
7. Each individual should obtain a design journal for the course, and begin using it.
8. You will be asked to report your progress in class on January 11. Please bring any hard copy materials with you.