**To Do**

- Oct 12 to 16th - Team presentation (80 mins)
  - Oct 12: Priority: High
- Biweekly Package 3: Piazza @103
  - Oct 16: Priority: Medium
- OCD document: Oct 12
  - Priority: Low
- Discuss the finalized win-win conditions on WinSC
  - Priority: Low
  - Log Time (in hour): 0.5
- Make a reservation for ARB on Oct 12 or Oct 14 or Oct 15 or Oct 16
  - Priority: Medium
- FC Package
  - Oct 23: Priority: High

**Individual tasks**

- PC 3 Deadline: 11:59 pm Friday, Oct 9
  - Priority: Medium
- IC 7 Oct 5, 2020
  - Oct 5

**In Progress**

- OOAD Workshops
  - Oct 2 - biweekly report
    - Priority: High
- Biweekly Package 2: Piazza @103
  - Priority: High
  - Log Time (in hour): 0.5
- UI/UX & Feasibility Analysis
  - Oct 3
    - Priority: Medium
    - Log Time (in hour): 3

**Done**

- Email Client
  - Priority: Low
- Team meeting at 8pm
  - Priority: High
- Piazza Post asking for a new member
  - Priority: High
- Biweekly Package 1: Piazza @103
  - Priority: High
  - Log Time (in hour): 3
- Sept 18 - biweekly report
  - Priority: Medium
- Email Prof. Sue asking for a new team member
  - Priority: Low

**Scheduled Meetings**

- Weekly team member meeting: Sat 8pm
  - Priority: High