

2 Girls + a Guy

Project Plan

01/26/10

Communication Protocol:

Communication between team members of 2 Girls + a Guy and Claire Horn of Atlanta Dances (severaldancerscore.org) will be primarily through email.

Claire Horn: claireh@severaldancerscore.org

Brittany Misra: britt.misra@gmail.com

Kester Cockrell: kester.cockrell@gmail.com

Henry Freeman: drastic.designs@yahoo.com

Status Report:

Example of the weekly status report template we will be using follows this document.

Communication Portal:

The primary portal of communication will be through our blog - twogirlsaguy.blogspot.com - and secondarily through our emails listed above.

Process Protocol:

Weekly status reports will keep all team members on schedule. Any issues with scheduling amongst team members and between team members and the clients will be worked out via email. So email accounts will need to be checked several times daily. Team members will discuss and decide together who will work on what parts of the project on a weekly basis. Files will be uploaded to our blog and emailed to each other. File naming should be as follows: Word documents – 2g&g_nameoffile.docx. Imagery – 2g&g_name.psd (so it can be altered by other team members if needed). CSS / XHTML file naming will be discussed at a future date.