

Lindsay Johnson
3-Week Plan
Weeks 6-8

- Send out Monday night emails on planned week events to prepare team for Tuesday meetings
- Track team action items
- Send out Tuesday agenda on Monday night to improve communication with team and make expectations clear
- Obtain manufacturing quote from Harbec to further develop manufacturing cost
- Finish ordering parts
- Work with Kayla to begin preliminary draft of paper
- Keep team schedule updated
- Check EDGE site weekly