Design Day Booklet Production Schedule

Weekday	Date	Task	Elapsed Days
Tuesday	October 6	Dr. D. posts zipped folders with templates for downloading.	0
Wednesday	October 7	Dr. D. discusses process at all-hands meeting,	1
Saturday	October 10	Teams submit zipped folders with first draft by 11:59 p.m.	4
Sunday	October 11	TAs begin editing project descriptions.	5
Sunday	October 11	Dr. D. edits the artwork and creates artwork feedback.	5
Sunday	October 11	Dr. D. posts zipped folders with artwork feedback for downloading.	5
Sunday	October 11	Teams begin updating artwork.	5
Monday	October 12	Dr. D. discusses artwork feedback at all-hands meeting	6
Monday	October 12	TAs. discusses project descriptions at split-hands meeting	6
Monday	October 12	Teams submit zipped folders with updated artwork by 11:59 p.m.	6
Tuesday	October 13	Dr. D. edits the artwork and creates artwork feedback.	7
Tuesday	October 13	Dr. D. posts zipped folders with artwork feedback for downloading.	7
Tuesday	October 13	TAs submit project description edits by 11:59 p.m.	7
Wednesday	October 14	Dr. D. discusses artwork feedback at all-hands meeting.	8
Wednesday	October 14	TAs. discusses project descriptions at split-hands meeting	8
Wednesday	October 14	TAs and Jill meet to discuss project descriptions.	8
Wednesday	October 14	Jill begins editing project descriptions.	8
Wednesday	October 14	Teams submit zipped folders with updated artwork by 11:59 p.m.	8
Friday	October 16	Jill submits project description edits by 8:00 a.m.	10
Friday	October 16	TAs and Jill meet to discuss project descriptions.	10
Friday	October 16	TAs begin final editing project descriptions.	10
Saturday	October 17	TAs submit project description edits by 11:59 p.m.	11
Sunday	October 18	Dr. D. posts final version of project descriptions.	12
Monday	October 19	Dr. D. discusses project descriptions at all-hands meeting.	13
Tuesday	October 20	Teams submit final version of project description by 11:50 p.m.	14
Wednesday	October 21	Dr. D. discusses any remaining issues at all-hands meeting.	15
Thursday	October 22	Dr. D. merges final artwork with final project description.	16
Thursday	October 22	Dr. D. posts zipped folders with final version for downloading.	16
Saturday	October 24	Teams submit zipped folders with final version by 11:59 p.m.	18
Sunday	October 25	Dr. D. submits zipped booklet assets to graphic designer.	19