

Design Day Booklet Production Schedule

Weekday	Date	Task	Elapsed Days
Monday	October 4	Dr. D. posts zipped folders with templates for downloading.	0
Wednesday	October 6	Dr. D. discusses process at all-hands meeting.	2
Saturday	October 9	Teams submit zipped folders with first draft by 11:59 p.m.	5
Sunday	October 10	Dr. D. edits the artwork and creates artwork feedback.	6
Sunday	October 10	Dr. D. posts zipped folders with artwork feedback for downloading.	6
Sunday	October 10	TAs begin editing project descriptions.	6
Sunday	October 10	Teams begin updating artwork.	6
Monday	October 11	Dr. D. discusses artwork feedback at all-hands meeting.	7
Monday	October 11	TAs. discusses project descriptions at split-hands meeting.	7
Monday	October 11	Teams submit zipped folders with updated artwork by 11:59 p.m.	7
Tuesday	October 12	Dr. D. edits the artwork and creates artwork feedback.	8
Tuesday	October 12	Dr. D. posts zipped folders with artwork feedback for downloading.	8
Tuesday	October 12	TAs submit project description edits by 11:59 p.m.	8
Wednesday	October 13	Dr. D. discusses artwork feedback at all-hands meeting.	9
Wednesday	October 13	TAs. discusses project descriptions at split-hands meeting	9
Wednesday	October 13	TAs and Jill meet to discuss project descriptions.	9
Wednesday	October 13	Jill begins editing project descriptions.	9
Wednesday	October 13	Teams submit zipped folders with updated artwork by 11:59 p.m.	9
Friday	October 15	Jill submits project description edits by 8:00 a.m.	11
Friday	October 15	TAs and Jill meet to discuss project descriptions.	11
Friday	October 15	TAs begin final editing project descriptions.	11
Friday	October 15	TAs submit project description edits by 11:59 p.m.	11
Saturday	October 16	Dr. D. posts final version of project descriptions.	12
Monday	October 18	Dr. D. discusses project descriptions at all-hands meeting.	14
Tuesday	October 19	Teams submit final version of project description by 11:50 p.m.	15
Wednesday	October 20	Dr. D. discusses any remaining issues at all-hands meeting.	16
Thursday	October 21	Dr. D. merges final artwork with final project description.	17
Thursday	October 21	Dr. D. posts zipped folders with final version for downloading.	17
Friday	October 22	Teams submit zipped folders with final version by 11:59 p.m.	18
Saturday	October 23	Dr. D. submits zipped booklet assets to graphic designer.	19