**Smart Air Action plan (22nd – 26th July)**

**Production team:**

**Work together to provide development schedule and millstones with detailed successors.**

Mou:

      Test coding/program to ensure designated functions and objectives are met according to the project requirements document.

      Provide Google Cloud access for Tony to test data access.

Chris:

      Provide project requirements and statement of work with detailed tech specifications.

      Provide process workflow documentation.

      Provide tracking record and update on pending parts.

Tony:

      Work with Mou to ensure Google Cloud data access.

      Working with Aegean to provide wireframe and color scheme for Website/App.

      Provide templates for team to select.

**Support team:**

            Joanna:

      Provide the latest survey result.

      Keep survey running till next team catchup and update result on a weekly basis.

      Liaise with the external mentor to join team catchup.

Aegean:

      Work with Tony to provide UI/UX design and templates for team to select.

Shay:

      Working with Chris to review and update project documentations.

John:

      Keep tracking teams’ activities to ensure archive project millstones.