

Remaining Tasks	Who?	Status	Oct 02	Oct 09	Oct 16	Oct 23	Oct 30	Nov 06	Nov 13	Nov 20	Nov 27	Dec 04	Dec 11	Dec 18
Write subclauses for Scope (1.1) and Purpose (1.3) using PAR		5%				x								
Resolve intent of subclause 1.2 from IEEE template and add content or delete		0%					x							
Write clause for Background and Context (4.0) using Annex A material		5%					x							
Write subclause for Learner Model (5.1) under System Models clause (integrating Annex A material as appropriate)	Jim	40%				x								
Write subclause for Knowledge Model under System Models clause (integrating Annex A material as appropriate)	Jeanine	20%				x								
Write up subclause for Adaptive Model under System Models clause (integrating Annex A material as appropriate)		20%				x								
Write lead-in for subclause Adaptive Model Taxonomy (5.4)		10%				x								
Edit Taxonomy table and figure as necessary for clarity and alignment with models		20%												
Discuss and incorporate AIS subgroup regional feedback		30%								x				
Prepare snapshot/instance of draft standard for AIS group review		0%		x										
Distribute document for AIS group review and collect incoming feedback (allow 4 weeks) (if PAR info not yet in clause 1.0 include PAR)		0%				x								
Discuss and incorporate feedback from AIS group review as appropriate (analyze feedback, prioritize, discuss within subgroup, revise standard)		0%								x				
Determine disposition of Annex A (e.g., remove if largely integrated into 4.0 and 5.0 clauses, assess alignment with other sections within standard)		0%				x								
Brainstorm possible disagreements, questions, concerns and determine our response (e.g., why we included/excluded specific items)		0%					x							
Scrub for terms used in body of standard, but not defined in Dictionary (3.0)		10%						x						
Clear out dictionary terms that are less relevant to AIS (keeping in mind that evaluation and interoperability subgroups will reference our dictionary)		10%				x								
Subgroup review (review structure and highlights of standard, alignment with PAR, final group edits within Collabratec)	all	0%						x						
Editing (check for grammar and understanding, check for shall/should/may usage)		5%								x				
Formatting (convert from Collabratec to MS Word template, including image conversions if necessary)	Anne/KP	0%									x			
Coordinate with IEEE regarding draft standard readiness and schedule (determine process to submit draft, communicate as appropriate, submit draft)	Anne	20%											x	(x)

< Wednesday deadlines

100%