

During the project Checklist



Meet regularly with your team to advance the project.



Plan regular updates with the client via email and/or phone, even if updates are short.



Answer emails & messages from the client within 24 hours.



Stay on track and within the mandate. Talk to your professor if things get unclear.



At project mid-point: If not already done, plan the final presentation to the client.



Make arrangements with your Professor or EL Coordinator if the final presentation is on campus (directions, parking, room, etc.).



Did we mention: keep to your timeline?
Projects with clients cannot be last minute!