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| **PROJECT TASK\*** | **Dates** | **Responsibility** |
| Finalise survey coding framework | 21st Oct | Rhonda |
| Code Survey Data for analysis | 17th – 28th Oct | Jayden |
| Code Idea Wall Data and Strengths and Weaknesses Data for Analysis | 17th – 28th Oct | Sophie-May |
| Finalise literature review, and identify additional themes for data analysis | 17th – 28th Oct | Sophie-May |
| Geo-code Scoping Review Data with Tegan | 31st – 4th Nov | Jayden |
| Run preliminary Analysis in SPSS and highlight key findings for the report | 31st – 4th Nov | Sophie-May and Jayden to support  Meet as a team on Tuesday 1st November |
| Review report progress and provide feedback | 9th Nov | Rhonda |
| Scaffold data analysis section (8th Nov)  Writeup data analysis and full report | 7th – 21st Nov | Sophie-May and Jayden to support  \*Rhonda on sick leave 11th – 25th November |
| Full draft report review period   * RI to review (24th) * Then AM (25th) * Jayden to finalise and copy edit (26th) | 21st – 25th Nov | Rhonda, Andy, Jayden |
| Send report to the designer, and manage payment process with Tegan/Danielle  Funds from Parramatta Report. | 28th Nov-3rd December | Sophie-May + Rhonda |
| Draft and submit Paper to Australian Geographer | 28th Nov-3rd December | Rhonda, Sophie-May @ writing retreat  \*Rhonda on sick leave 11th – 25th November |
| Finalise report edits with the designer and share a plan for a soft launch of report (depending on comms strategy) | 6th – 16th December | Sophie-May and Rhonda |
| Publish and launch final report | ?? | Rhonda, Sophie-May?? |
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| **TOTAL (WEEKS)** |  |  |