**Writing Schedule:**

**July 8**

- Post a formal report outline on the team forum.

- A Progress Report for the Formal Report in the form of an email memo with URL links to surveys posted on the team forum.

**July 9-July 10**

**-** Research data on different types of water scalers, costs, profit, types of equipment etc.

- Rough draft of transmittal letter

- Collect emails to launch surveys.

**July 13- July 15**

**-** Edit Surveys as needed.

-Launch Surveys.

- Conduct Informational interviews

**July 16- 17**

-Research and analyze secondary data in form of a literature review.

**July 20**

-Analyze and interpret survey data and compose it into a formal report.

- Analyze and interpret informational interview data.

-Add visuals to the report as needed

- Edit Transmittal letter

**July 22**

**-**Submit a formal report draft.

**July 23- July 25**

-Self edit formal report draft as needed.

**July 27**

-Peer Review of Formal Report Draft.

**July 29- August 1**

-Edit formal report as per peer-review feedback.

**Aug 2**

**-**Submit a formal report.