**Project Design**

We used Microsoft Teams which allows us interactive with group members and supervisors, share information and track overall progress for project management.

* Timeline

Following is the current iteration of our timeline.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task Name | Progress | Start Date | Due Date | People involved |
| Research for Project Proposal | Completed | 1/04/2020 | 18/04/2020 | All |
| Project Proposal writing | In Progress | 4/4/2020 | 25/04/2020 | All |
| Analysis of Data | In Progress | 20/4/202 | 24/4/2020 | All |
| Data Pre-processing | Not started | 20/4/2020 | 26/4/2020 | All |
| Coding | Not started | 27/4/2020 | 10/5/2020 | All |
| Final Report Writing | Not started | 11/5/202 | 6/6/2020 | All |
| Final Presentation slides and transcript | Not started | 25/5/2020 | 7/6/2020 | All |

|  |  |  |
| --- | --- | --- |
| Task Name | Progress Status | Expected Completion |
| Project Proposal submitted to FSSI | Completed | 25/04/2020 |
| Data Preparation | To be started | 30/04/2020 |
| Digital Report | To be started | 24/05/2020 |
| Interactive Visualisation Platform | To be started | 06/06/2020 |
| Project finalisation and report | To be started | 07/06/2020 |

* Collaboration Plan

Scheduled meeting is held each week with group members, project supervisor and people form the industry, and talk about the work done in previous week. Discussion and task allocation is done through Microsoft Teams. Work is done individually and combined after reviewing.