Paragon One Data - Log Report

Adrian Kobylt
    Tues. Jan. 28, 2025 2 hours
    - Created a document for activity log tracking
    - Creating new questions to ask our client on the next meeting
    - Making notes of what is in-scope and out-of-scope
    - Making a planner of what we will do for the next 12 weeks

Ben Gozdowski
    Tue Jan 21 20:11 30 mins
    - Set up first meeting with client by email
    - Tested MS Teams for video calling and tested the built-in recording and transcription software

Nicolas Chiasson
    Wed Jan 22 19:59 1 hr 0 mins
    I had a meeting with the client about requirements and first steps for the project. We also discussed how to keep in touch for future meetings

Benjamin Gozdowski
    Wed Jan 22 21:02 1 hr 30 mins
    - Meeting prep working on question for client
    - First meeting with client
    - Saving and sharing recording and transcript

Adrian Kobylt
    Wed Jan 22 22:07 1 hr 15 mins
    Had a group meeting with Paragon One Data discussing about project deliverables, features for the mentor portal. What are some things the company should provide to us, as well as what we should provide to the company on the next meeting. Taking notes during the meeting and asking questions

Adrian Kobylt
    Tue Jan 28 10:20 40 mins
    - Meeting with my partners on Mon. Jan. 27, 2025 to discuss project plans and doing research about some of the deliverables we will have to make.
    - Creating the week 1-3 report
    - Creating a document for the project scope and project plan

Benjamin Gozdowski
    Tue Jan 28 10:30 40 mins
    - Team meeting last night to discuss project and to talk about next steps for this week