|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME:** | Automated eForensic analysis system | | |
| **STUDENT NAME:** | S M Ragib Rezwan | | |
| **STUDENT ID:** | 103172423 | **WEEK #(& dates covered):** | Week1 (26th Feb to 4th March) |

|  |  |
| --- | --- |
| **1.TASKS ACHIEVED DURING THE LAST WEEK** | **TIME SPENT** |
| **Group allocation, going through group introduction and setting up of some of group norms/structure ( allocation of team leader role; tentative setup of weekly meeting duration and timing for ones with supervisors, clients, and internal team; logging of hours; setup of shared storage location of group’s files and resources; setup of preferred communication channel both formal and informal ones for the group) and logging of the hours and tasks done in the week** | 1 hr |
| **Going through Unit lecture and discussion and also attending of the Live Online session and clarifications of some of the doubts and concerns** | 2 hr |
| **Fill up individual part in the email template that would be sent to client and proof reading email sent to supervisor** | 1.5 hr |
|  |  |
| **TOTAL WEEKLY TIME SPENT** | **4.5 hrs** |
| **2.TASKS TO COME** | **EXPECTED COMPLETION** |
| **Filling up of “when2meet” in order to determine the time for the next meeting** | **Time duration for task:** max10 mins  **Time to complete by:** Before the end of this week |
| **Contact with Irene Moser and have a meeting with her at her convenience** | **Time duration for task:** 1-2hrs  **Time to complete by:** Before the end of this week or in start of next week (before communicating with Client) |
| **Send email to client and set up weekly 1-2 hr meeting time with them** | **Time duration for task:** max30mins  **Time to complete by:** In the start of next week |
| **3.ISSUES/PROBLEMS** |  |
| **Not everyone had been able to attend physically and there was also timing clash for one of the members who wasn’t even able to virtually attend as he had work shift on that time** | **Setting up of variable meetings times for now (**ie next meeting time decided on the end of each of the previous meetings**) until communication of official meeting time with supervisor and client have been fixed** |