**AVC Weekly Progress**

**Week 1**

What we did this week was we got together as a group for the first time and we discussed what roles everyone wanted within the team and we appointed a leader of the team. What came out of this discussion was that everyone now had been appointed a role in the team. These roles are hardware, software, testing and documentation. The people that got appointed these roles are Hardware - Dylan, Software - Shaun and Rachel , Testing - Stella, Documentation - Ashton and we agreed that for the leader of the group it will be split between Shaun and Rachel. What we also agreed on is that everyone in the group can contribute to anything they want they don’t just have to stay doing what they were assigned to do such as hardware. So for example if Dylan wanted to do some software he could he doesn’t just have to stay doing hardware the whole time. What else we did this week was that we figured out what responsibilities everyone had outside of university such as work and family commitments. After we knew what commitments other people had we planned around that so for example Dylan works Thursday and Sunday and Ashton works Friday, Saturday and Sunday so if we wanted to have a team meeting on that day then we couldn’t because they would be working. What else we did was we created a plan for the AVC this is to make sure that we stay on track and we hit the goal we set out for our self at the start of this project every week. This is necessary because if we don’t do this we could get extremely behind and then be stressing out last minute which won’t be ideal.