

# Individual Report Week 2

## Josh Baker Team One 20/7 - 27/7

As the team leader, i have been allocated less 'coding work' but have to ensure that each of the individuals in the group do their research and work. As we are in the preliminary stages of the project there was a lot of setting up of documents, workgroups, message streams and goal setting that was done.

I ensured that each member knew their tasks for the week as well as what the group's focus was. That way we have a collective idea of what each other are going to do and how the project will fit together. As the team leader there is a lot of communication that needs to be documented and passed on to others in the group.

I have documented minutes from weekly meetings and asked the members to give me their weekly reports to ensure that they are doing work. The only issue i encountered this week was trying to get Ashraf's work in on time. I asked for a 5pm deadline on wednesday, he finally gave it to me 6pm Thursday. It is hard for him as he is not in Palmerston North very much so i need to ensure that he is getting the messages and being communicated clearly with about what is required.

Here are the 'Administrative' documents:

Timeline Planning:

[https://docs.google.com/spreadsheets/d/1AWDUaIkX68S3jjiZb\\_aQyp-35hKiNGO59wKV4aAwJU8/edit#gid=0](https://docs.google.com/spreadsheets/d/1AWDUaIkX68S3jjiZb_aQyp-35hKiNGO59wKV4aAwJU8/edit#gid=0)

Project Specification:

<https://docs.google.com/document/d/1zr55AHFyXpZhtadgvjlsWp4qTdQWQGoPI9yvZepSArU/edit>