

UX Project Weekly Log

- Due every Sunday (submit on Brightspace by 11:00pm) **except the last one which is handed in on the Thurs. Dec. 8th.

Instructions

- Record when you meet as a group and who was present (you can count applicable in-class and lab times too)
- Briefly describe what was discussed or achieved during this meeting (in point form)
- List previous action items and who was responsible (did they do it – if not you can add the reason)
- Add new action items, when they are due, and who is responsible

Group Members schedule for Group Leader and Logs (each member is responsible for ~2-3 logs)

| Week | Name | Week | Name |
|---|------------------------|----------------------------------|------------------------|
| Sept 26-Oct 2 1-7 Due Oct 2 | Karan Singh Rathore | Oct 31-Nov 6 Due Nov 6 | Karan Singh Rathore |
| Oct 3-9 Due Oct 9 | Faiza Umatiya | Nov 7-13 Due Nov 13 | Faiza Umatiya |
| Oct 10-16 Due Oct. 16 | Harsh Kamleshbhai Shah | Nov 14-20 Due Nov 20 | Harsh Kamleshbhai Shah |
| Oct 17-23 Due Oct 23 | Hrishi Patel | Nov 21-27 Due Nov 27 | Hrishi Patel |
| Oct 24-30 Due Oct 30 | Qiwei Sun | Nov 28-Dec 8 Due Dec 9 | Qiwei Sun |
| Note: last week is longer than the rest. It is due the day after all project items are due. | | | |

| Group: | Orange | | | | | | | | | | | | | | | | | | | | |
|---|--|--------------------|--|---------------------------------------|------------------------|--------------------|---|------------------------------------|--------------|---|------------------------------------|--------------|---|--------|--------------|---|-------|--------------|---|-------|--------------|
| Date: | Oct 07, 2022 | | | | | | | | | | | | | | | | | | | | |
| Name (leader): | Faiza Umatiya | | | | | | | | | | | | | | | | | | | | |
| For dates: | Oct 03, 2022 – Oct 09, 2022 | | | | | | | | | | | | | | | | | | | | |
| Meeting Dates and Attendance | <table border="1"> <thead> <tr> <th>Date and short description of meeting</th> <th colspan="2">Attendance (add names)</th> </tr> </thead> <tbody> <tr> <td>Oct 05, 2022 – Discussed about the lab task 2 submission and its feedback</td> <td colspan="2">Faiza, Harsh, Hrishi, Karan, Qiwei</td> </tr> <tr> <td>Oct 07, 2022– Conducted an online meeting to discuss about the Project Log and Project Milestone 1.</td> <td colspan="2">Faiza, Harsh, Hrishi, Karan, Qiwei</td> </tr> </tbody> </table> | | | Date and short description of meeting | Attendance (add names) | | Oct 05, 2022 – Discussed about the lab task 2 submission and its feedback | Faiza, Harsh, Hrishi, Karan, Qiwei | | Oct 07, 2022– Conducted an online meeting to discuss about the Project Log and Project Milestone 1. | Faiza, Harsh, Hrishi, Karan, Qiwei | | | | | | | | | | |
| Date and short description of meeting | Attendance (add names) | | | | | | | | | | | | | | | | | | | | |
| Oct 05, 2022 – Discussed about the lab task 2 submission and its feedback | Faiza, Harsh, Hrishi, Karan, Qiwei | | | | | | | | | | | | | | | | | | | | |
| Oct 07, 2022– Conducted an online meeting to discuss about the Project Log and Project Milestone 1. | Faiza, Harsh, Hrishi, Karan, Qiwei | | | | | | | | | | | | | | | | | | | | |
| Existing action items, who was responsible and did they do it (if no, include a reason) | <table border="1"> <thead> <tr> <th>Action Items</th> <th>Member name</th> <th>Complete (yes/no)*</th> </tr> </thead> <tbody> <tr> <td>To identify and write specific themes, motivations, task, and interview questions to ask users.</td> <td>Faiza</td> <td>Yes</td> </tr> <tr> <td>To identify and write specific themes, motivations, task, and interview questions to ask users.</td> <td>Harsh</td> <td>Yes</td> </tr> <tr> <td>To identify and write specific themes, motivations, task, and interview questions to ask users.</td> <td>Hrishi</td> <td>Yes</td> </tr> <tr> <td>To identify and write specific themes, motivations, task, and interview questions to ask users.</td> <td>Karan</td> <td>Yes</td> </tr> <tr> <td>To identify and write specific themes, motivations, task, and interview questions to ask users.</td> <td>Qiwei</td> <td>Yes</td> </tr> </tbody> </table> <p>*reason/s:</p> | | | Action Items | Member name | Complete (yes/no)* | To identify and write specific themes, motivations, task, and interview questions to ask users. | Faiza | Yes | To identify and write specific themes, motivations, task, and interview questions to ask users. | Harsh | Yes | To identify and write specific themes, motivations, task, and interview questions to ask users. | Hrishi | Yes | To identify and write specific themes, motivations, task, and interview questions to ask users. | Karan | Yes | To identify and write specific themes, motivations, task, and interview questions to ask users. | Qiwei | Yes |
| Action Items | Member name | Complete (yes/no)* | | | | | | | | | | | | | | | | | | | |
| To identify and write specific themes, motivations, task, and interview questions to ask users. | Faiza | Yes | | | | | | | | | | | | | | | | | | | |
| To identify and write specific themes, motivations, task, and interview questions to ask users. | Harsh | Yes | | | | | | | | | | | | | | | | | | | |
| To identify and write specific themes, motivations, task, and interview questions to ask users. | Hrishi | Yes | | | | | | | | | | | | | | | | | | | |
| To identify and write specific themes, motivations, task, and interview questions to ask users. | Karan | Yes | | | | | | | | | | | | | | | | | | | |
| To identify and write specific themes, motivations, task, and interview questions to ask users. | Qiwei | Yes | | | | | | | | | | | | | | | | | | | |
| New action items (due dates even if rough) and who is responsible | <table border="1"> <thead> <tr> <th>New Action Items</th> <th>Member name</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>To work on Lab 4 and pilot our study for Project Milestone 1.</td> <td>Faiza</td> <td>Oct 12, 2022</td> </tr> <tr> <td>To work on Lab 4 and pilot our study for Project Milestone 1.</td> <td>Harsh</td> <td>Oct 12, 2022</td> </tr> <tr> <td>To work on Lab 4 and pilot our study for Project Milestone 1.</td> <td>Hrishi</td> <td>Oct 12, 2022</td> </tr> <tr> <td>To work on Lab 4 and pilot our study for Project Milestone 1.</td> <td>Karan</td> <td>Oct 12, 2022</td> </tr> <tr> <td>To work on Lab 4 and pilot our study for Project Milestone 1.</td> <td>Qiwei</td> <td>Oct 12, 2022</td> </tr> </tbody> </table> | | | New Action Items | Member name | Due Date | To work on Lab 4 and pilot our study for Project Milestone 1. | Faiza | Oct 12, 2022 | To work on Lab 4 and pilot our study for Project Milestone 1. | Harsh | Oct 12, 2022 | To work on Lab 4 and pilot our study for Project Milestone 1. | Hrishi | Oct 12, 2022 | To work on Lab 4 and pilot our study for Project Milestone 1. | Karan | Oct 12, 2022 | To work on Lab 4 and pilot our study for Project Milestone 1. | Qiwei | Oct 12, 2022 |
| New Action Items | Member name | Due Date | | | | | | | | | | | | | | | | | | | |
| To work on Lab 4 and pilot our study for Project Milestone 1. | Faiza | Oct 12, 2022 | | | | | | | | | | | | | | | | | | | |
| To work on Lab 4 and pilot our study for Project Milestone 1. | Harsh | Oct 12, 2022 | | | | | | | | | | | | | | | | | | | |
| To work on Lab 4 and pilot our study for Project Milestone 1. | Hrishi | Oct 12, 2022 | | | | | | | | | | | | | | | | | | | |
| To work on Lab 4 and pilot our study for Project Milestone 1. | Karan | Oct 12, 2022 | | | | | | | | | | | | | | | | | | | |
| To work on Lab 4 and pilot our study for Project Milestone 1. | Qiwei | Oct 12, 2022 | | | | | | | | | | | | | | | | | | | |
| Other points | | | | | | | | | | | | | | | | | | | | | |