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-Dec8 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:	Team Orange
Date:	16/10/2022
Name (leader):	Harsh Kamleshbhai Shah
For dates:	Oct 10-16

Meeting Dates and Attendance	Date and short description of meeting	Attendance (add names)	
	12 October 2022: Reviewed and discussed the feedback of Lab 3 and started working on Lab 4. Discuss about some post-interview questions which are more specific and detailed.	Karan, Faiza, Harsh, Hrishi, Qiwei	
	13 October 2022: We completed whatever was remaining for the Lab 4 document and gone through it.	Karan, Faiza, Harsh, Hrishi, Qiwei	
	15 October 2022: Decided how to complete Milestone 1 and whom to interview. Also discussed some topics regarding upcoming Quiz 1.	Karan, Faiza, Harsh, Hrishi, Qiwei	
Existing action items, who was responsible and did they do it (if no, include a reason)	Action Items	Member name	Complete (yes/no)*
	Review and make the task 1,2,4 more specific along with questions to ask and also add some post-interview question corresponding to the theme 1,2,4	Hrishi	Yes
	Review and make the task 1,2,4 more specific along with questions to ask and also add some post-interview question corresponding to the theme 1,2,4	Harsh	Yes
	Review and make the task 2,3 more specific along with questions to ask and also add some post-interview question corresponding to the theme 2,3	Faiza	Yes
	Review and make the task 1,2,3 more specific along with questions to ask and also add some post-interview question corresponding to the theme 1,2,3	Karan	Yes
	Review and make the task 2,3 more specific along with questions to ask and also add some post-interview question corresponding to the theme 2,3	Qiwei	Yes
	*reason/s:		
New action items (due dates even if rough) and who is responsible	New Action Items	Member name	Due Date
	Complete Milestone 1 by 19th October, 2022.	Karan	
	Complete Milestone 1 by 19th October, 2022.	Faiza	
	Complete Milestone 1 by 19th October, 2022.	Harsh	

	Complete Milestone 1 by 19th October, 2022.	Hrishi	
	Complete Milestone 1 by 19th October, 2022.	Qiwei	
Other points			