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| **Group Name:  S.A.D Group                                 Group Leader:**    **Log File for Week No: 1           Date:                   Time: 4:00pm                 Location: University Campus** | | | | | |
| **Student ID** | **Attended** | **Task Name** | **Task Allocation Date** | **Work done since last meeting/week** | **Issues** |
|  | ☑ | Research for MS Project file |  | Explored MS Project templates and how to create a project plan | None |
|  | ☑ | Research on ‘Request for system services’ |  | Researched similar project requirements and case studies | None |
|  | ☑ | Ishikawa diagram research |  | Researched the Ishikawa diagram methodology | None |
|  | ☑ | Functional & Non-functional requirements research |  | Researched functional and non- functional requirements for similar systems | None |
|  | ☑ | Actor Glossary + Use Case Glossary reserach |  | Gathered information on actors and use cases relevant to the case study | None |
| **Group Leader Signature:** | | | | | |