

Contents

| | | |
|----------|--|----------|
| 1 | Week 1 | 5 |
| 1.1 | Summary | 5 |
| 1.2 | Detail of tasks undertaken | 5 |
| 1.2.1 | Initial Group Meeting | 5 |
| 1.2.2 | Set Up Trello Boards | 5 |
| 1.2.3 | Created the Final Year Project GitHub and Wiki | 6 |
| 1.2.4 | Set up Slack Channels | 6 |
| 1.2.5 | Refactor Doubtfire Web Front End | 6 |
| 1.3 | Learning | 6 |
| 1.4 | Collaboration | 7 |
| 2 | Week 2 | 7 |
| 2.1 | Summary | 7 |
| 2.2 | Detail of tasks undertaken | 7 |
| 2.2.1 | Initial Meeting with Graham Farrell | 7 |
| 2.2.2 | Initial Meeting with Andrew Cain | 8 |
| 2.2.3 | Spent time trying to add Docker for Windows developers | 8 |
| 2.2.4 | Update Doubtfire contributing documents | 8 |
| 2.2.5 | Meeting to discuss Trello workflow | 9 |
| 2.2.6 | Write up Trello Workflow and SDLC Plan | 9 |
| 2.3 | Learning | 9 |
| 2.4 | Collaboration | 9 |
| 3 | Week 3 | 9 |
| 3.1 | Summary | 9 |
| 3.2 | Detail of tasks undertaken | 10 |
| 3.2.1 | Development session with team | 10 |
| 3.2.2 | Assisting Declan and Lachlan with Doubtfire installs | 10 |
| 3.2.3 | Stylesheet Refactor | 10 |
| 3.2.4 | Sprint 1 Retrospective | 11 |
| 3.3 | Learning | 11 |
| 3.4 | Collaboration | 11 |

| | | |
|----------|--|-----------|
| 4 | Week 4a | 11 |
| 4.1 | Summary | 11 |
| 4.2 | Detail of tasks undertaken | 12 |
| 4.2.1 | Meeting with Graham | 12 |
| 4.2.2 | Meeting with Andrew Cain | 12 |
| 4.2.3 | Assisting Jake and Reuben with Minitest | 12 |
| 4.2.4 | Minor improvements to UI and refactor build pipeline | 12 |
| 4.2.5 | Improve documentation | 13 |
| 4.3 | Learning | 13 |
| 4.4 | Collaboration | 13 |
| 5 | Week 4b | 13 |
| 5.1 | Summary | 13 |
| 5.2 | Detail of tasks undertaken | 14 |
| 5.2.1 | Skype meeting | 14 |
| 5.2.2 | Updates to API Wiki | 14 |
| 5.2.3 | Start working on refactoring Portfolio Wizard | 15 |
| 5.3 | Learning | 15 |
| 5.4 | Collaboration | 15 |
| 6 | Week 5 | 15 |
| 6.1 | Summary | 15 |
| 6.2 | Detail of tasks undertaken | 16 |
| 6.2.1 | Working with Jake and Reuben on Unit Testing | 16 |
| 6.2.2 | Expanding Comment Box Enhancement | 16 |
| 6.2.3 | Improve documentation | 16 |
| 6.3 | Learning | 16 |
| 6.4 | Collaboration | 17 |
| 7 | Week 6 | 17 |
| 7.1 | Summary | 17 |
| 7.2 | Detail of tasks undertaken | 17 |
| 7.2.1 | Fix logger class | 17 |
| 7.2.2 | Improve timeouts occurring on Doubtfire | 18 |

| | | |
|-----------|---|-----------|
| 7.2.3 | Worked with Jake and Reuben for testing | 18 |
| 7.3 | Learning | 18 |
| 7.4 | Collaboration | 18 |
| 8 | Week 7 | 18 |
| 8.1 | Summary | 19 |
| 8.2 | Detail of tasks undertaken | 19 |
| 8.2.1 | Prototyping session with Jake | 19 |
| 8.2.2 | Meeting with Graham | 19 |
| 8.2.3 | Meeting with Andrew | 20 |
| 8.2.4 | Implement second iteration of iOS prototype | 20 |
| 8.3 | Learning | 20 |
| 8.4 | Collaboration | 20 |
| 9 | Week 8 | 20 |
| 9.1 | Summary | 20 |
| 9.2 | Detail of tasks undertaken | 21 |
| 9.2.1 | General updates to Trello boards and status updates from everyone | 21 |
| 9.3 | Learning | 21 |
| 9.4 | Collaboration | 21 |
| 10 | Week 9 | 21 |
| 10.1 | Summary | 21 |
| 10.2 | Detail of tasks undertaken | 22 |
| 10.2.1 | Storyboarding session for project video | 22 |
| 10.2.2 | Update Portfolio Wizard | 22 |
| 10.2.3 | Film Stock Footage | 22 |
| 10.2.4 | Update Requirements Documentation | 23 |
| 10.3 | Learning | 23 |
| 10.4 | Collaboration | 23 |
| 11 | Week 10 | 23 |
| 11.1 | Summary | 23 |
| 11.2 | Detail of tasks undertaken | 24 |
| 11.2.1 | Project Planning Document | 24 |

| | |
|--|-----------|
| 11.2.2 Begin Compiling Portfolio | 24 |
| 11.3 Learning | 24 |
| 11.4 Collaboration | 24 |
| 12 Week 11 | 24 |
| 12.1 Summary | 24 |
| 12.2 Detail of tasks undertaken | 25 |
| 12.2.1 Filming With Jake | 25 |
| 12.2.2 Presentations | 25 |
| 12.3 Learning | 25 |
| 12.4 Collaboration | 25 |
| 13 Week 12 | 26 |
| 13.1 Summary | 26 |
| 13.2 Detail of tasks undertaken | 26 |
| 13.2.1 Meeting with Graham | 26 |
| 13.2.2 Convert wiki to LaTeX document | 26 |
| 13.2.3 Work on SRS and Self Reflection | 27 |
| 13.3 Learning | 27 |
| 13.4 Collaboration | 27 |

1 Week 1

Date: February 29 to March 4

1.1 Summary

| Task | Hours |
|------------------------------------|-----------|
| Team and Supervisor Meetings | 1 |
| Client Meetings | 0 |
| Team Management and Administration | 3 |
| Research | 0 |
| Software | 10 |
| Presentations | 0 |
| Team Documents | 2 |
| Reviewing | 0 |
| Other | 0 |
| Total Hours This Week | 16 |

1.2 Detail of tasks undertaken

1.2.1 Initial Group Meeting

29 Feb 12:30pm

- Attended first final year project lecture
- Finalised team group members
- Met other Doubtfire team

1.2.2 Set Up Trello Boards

29 Feb 5:30pm

- Created Doubtfire Trello Board for Helpdesk Ticketing System¹
- Invited relevant team members to the board
- Added all tasks for final year project into Upcoming column

¹See <http://trello.com/b/8a1k0Wud/helpdesk-ticketing-system>

1.2.3 Created the Final Year Project GitHub and Wiki

29 Feb 3:30pm

- Created the final year project wiki on GitHub²
- Created team contact page³
- Created minutes template⁴
- Put the project deliverables⁵ up on this Wiki
- Forked the Doubtfire repositories onto the `final-year-project` team

1.2.4 Set up Slack Channels

29 Feb 5:30pm

- Invited all team members to the existing Doubtfire Slack team⁶
- Created relevant channels for the team:
- `#final-year-projects` - Any general discussion for students working on Doubtfire final year projects
- `#helpdesk-ticketing` - Discussion for the help-desk system final year project

1.2.5 Refactor Doubtfire Web Front End

Ongoing throughout the week - at least 10 hours

- Necessary code refactor for the Doubtfire front-end
- Andrew Cain wanted this to be done so that the new students working on the project have an improved codebase to start working on (modularise the codebase into smaller components)
- Pushed 129 commits. See Pull Request #8⁷

1.3 Learning

N/A

²See <http://github.com/final-year-project>

³See <http://github.com/final-year-project/wiki/Group-Contact-Details>

⁴See <http://github.com/final-year-project/wiki/Minutes-Template>

⁵See <https://github.com/final-year-project/documentation/wiki/Deliverables>

⁶See <http://doubtfire.slack.com>

⁷See <http://github.com/doubtfire-lms/doubtfire-web/pull/8>

1.4 Collaboration

- Worked with team, lots of communication on the Slack team
 - Decided what needed to be done on the immediate timeline
 - A lot of meta work and team-based administration this week; has involved a lot of team communication
-

2 Week 2

Date: March 7 to March 11

2.1 Summary

| Task | Hours |
|------------------------------------|-----------|
| Team and Supervisor Meetings | 2 |
| Client Meetings | 1 |
| Team Management and Administration | 1 |
| Research | 0 |
| Software | 3 |
| Presentations | 0 |
| Team Documents | 2 |
| Reviewing | 0 |
| Other | 0 |
| Total Hours This Week | 10 |

2.2 Detail of tasks undertaken

2.2.1 Initial Meeting with Graham Farrell

7 Mar 1:00pm

- Met up for about 15 minutes with Graham

- See meeting minutes⁸ for more details

2.2.2 Initial Meeting with Andrew Cain

7 Mar 1:15pm

- Met up for about 1 hour with Andrew and team
- See meeting minutes⁹ for more details

2.2.3 Spent time trying to add Docker for Windows developers

7 Mar - Various times throughout the day

- As developing Doubtfire must be done on a UNIX system, I tried to look into integrating Docker¹⁰ into Doubtfire
- Created two Docker branches on the API and Web repositories (`config/add-docker`)
- See commit changes:
- Web - 4 commits¹¹
- API - 13 commits¹²

2.2.4 Update Doubtfire contributing documents

7 Mar 8:30pm

- As an action item from the client meeting this week (see Follow Up Item 5¹³) I was to update the contributing documents and improve the Git workflow process documentation and coding convention
- See commit changes:

⁸See <https://github.com/final-year-project/documentation/wiki/Meeting-Minutes#meeting-7-mar-at-100pm>

⁹See <https://github.com/final-year-project/documentation/wiki/Meeting-Minutes#meeting-7-mar-at-115pm>

¹⁰See <http://docker.com>

¹¹See <https://github.com/doubtfire-lms/doubtfire-web/compare/13873ca4439532f98c7d11f984480103ddb0ff88...ac6bfa2b5fe70b129ea55332f0d01dfa101daeea>

¹²See <https://github.com/doubtfire-lms/doubtfire-api/compare/662cc4cd369cf37ff9ccb5e16e11e7bc8d748e16...35e6447742d1f380787c167033e3ca8f0baefcb5>

¹³See <https://github.com/final-year-project/documentation/wiki/Meeting-Minutes#follow-up-actions-1>

- Web - 2 commits¹⁴
- API - 2 commits¹⁵

2.2.5 Meeting to discuss Trello workflow

9 Mar 4:30pm

Refer to Meeting Minutes¹⁶ for more on this item.

2.2.6 Write up Trello Workflow and SDLC Plan

13 Mar 3:30pm

Write up SDLC plan¹⁷ notes

2.3 Learning

N/A

2.4 Collaboration

- Team meetings both client and supervisor
 - Chat on Slack
 - Updates to Trello board
-

3 Week 3

Date: March 11 to March 18

3.1 Summary

¹⁴See <https://github.com/doubtfire-lms/doubtfire-web/compare/ecaf5041948af2349b8c06f74e900435a4e22809...cc599df9e34b8fd60c0fdfa51b74d235f1c1f7e1>

¹⁵See <https://github.com/doubtfire-lms/doubtfire-api/compare/8768dc72c289d2ec55f195d74312f34067674815...46906fd6d5e9b1004cec821b8c2f6fdaf0f107f5>

¹⁶See <https://github.com/final-year-project/documentation/wiki/Meeting-Minutes#meeting-9-mar-at-430pm>

¹⁷See <https://github.com/final-year-project/documentation/wiki/SDLC-Plan>

| Task | Hours |
|------------------------------------|-----------|
| Team and Supervisor Meetings | 2 |
| Client Meetings | 0 |
| Team Management and Administration | 2 |
| Research | 0 |
| Software | 6 |
| Presentations | 0 |
| Team Documents | 0 |
| Reviewing | 2 |
| Other | 0 |
| Total Hours This Week | 12 |

3.2 Detail of tasks undertaken

3.2.1 Development session with team

12 Mar 1:30pm

- Met with Jake and Reuben to work on some tasks together
- Reviewed a lot of work and gave feedback to them on their Pull Requests

3.2.2 Assisting Declan and Lachlan with Doubtfire installs

12 Mar 1:30pm, 15 Mar 1:30pm

- Assisted both Lachlan and Declan to install Doubtfire over slack
- Helped Declan on the 15th to get Doubtfire running but we didn't succeed

3.2.3 Stylesheet Refactor

15 Mar 8:30pm

- Submitted Pull Request #14 to Doubtfire Web¹⁸ that refactors all the stylesheets to use SASS over LESS

¹⁸See <https://github.com/doubtfire-lms/doubtfire-web/pull/14>

3.2.4 Sprint 1 Retrospective

Mar 20 1:30pm

- Ran a retrospective over Skype for Sprint 1
- Refer to meeting minutes¹⁹

3.3 Learning

- Brush up on SASS²⁰ skills

3.4 Collaboration

- Team meetings
 - Chat on Slack
 - Chat over Skype
 - Updates to Trello board
-

4 Week 4a

Date: March 21 to March 26

4.1 Summary

| Task | Hours |
|------------------------------------|-------|
| Team and Supervisor Meetings | 3 |
| Client Meetings | 1 |
| Team Management and Administration | 1 |
| Research | 0 |
| Software | 6 |

¹⁹See <https://github.com/final-year-project/documentation/wiki/Meeting-Minutes#meeting-20-mar-at-130pm>

²⁰See <http://sass-lang.com>

| Task | Hours |
|------------------------------|-----------|
| Presentations | 0 |
| Team Documents | 0 |
| Reviewing | 3 |
| Other | 0 |
| Total Hours This Week | 14 |

4.2 Detail of tasks undertaken

4.2.1 Meeting with Graham

Mar 21 1:15pm

- Refer to meeting minutes²¹

4.2.2 Meeting with Andrew Cain

21 Mar 1:30pm

- Refer to meeting minutes²²

4.2.3 Assisting Jake and Reuben with Minitest

21 Mar 4:30pm

- Spent a few hours helping Jake and Reuben on setting up Minitest for the API
- Managed to get a few tests up and running
- Assisted with sharing prior knowledge of Ruby and Rails tests

4.2.4 Minor improvements to UI and refactor build pipeline

Mar 22 10:30am

- Wrote 19 commits on improving the build pipeline

²¹See <https://github.com/final-year-project/documentation/wiki/Meeting-Minutes#meeting-20-mar-at-115pm>

²²See <https://github.com/final-year-project/documentation/wiki/Meeting-Minutes#meeting-20-mar-at-130pm-1>

- Drastically improved the speed at which changes are reloaded whilst developing
- Refer to these 19 commits pushed to GitHub²³

4.2.5 Improve documentation

24 Mar 8:30pm

- Submitted changes to documentation that improve workflow
- Some group members found the workflow documentation too verbose for quick reference, so summary sections were added
- See these three commits²⁴

4.3 Learning

- Read about Grunt.js²⁵ build pipeline

4.4 Collaboration

- Team meetings
- Chat on Slack
- Updates to Trello board

5 Week 4b

Date: March 27 to April 1

5.1 Summary

²³See <https://github.com/doubtfire-lms/doubtfire-web/compare/59e16ecb18a7e7ca76e2b7d726e61b4088624d28...029d539e4ab5430233f68c287317dab7211b74ab>

²⁴See <https://github.com/doubtfire-lms/doubtfire-api/compare/96aa913e20b1116440ddfe39d9afe4cfe47536ec...04957d5b5d025f69b81ff172d6bc36dd0f316c8c>

²⁵See <http://gruntjs.com>

| Task | Hours |
|------------------------------------|----------|
| Team and Supervisor Meetings | 1 |
| Client Meetings | 0 |
| Team Management and Administration | 1 |
| Research | 0 |
| Software | 5 |
| Presentations | 0 |
| Team Documents | 0 |
| Reviewing | 0 |
| Other | 0 |
| Total Hours This Week | 7 |

NB: This week was the Easter holiday break

5.2 Detail of tasks undertaken

5.2.1 Skype meeting

Mar 27 1:30pm

- Refer to meeting minutes²⁶

5.2.2 Updates to API Wiki

28 Mar 1:30pm

- Wrote documentation on contributing²⁷ via Trello
- Wrote developer FAQs²⁸ on wiki

²⁶See <https://github.com/final-year-project/documentation/wiki/Meeting-Minutes#meeting-28-mar-at-130pm>

²⁷See <https://github.com/doubtfire-lms/doubtfire-api/wiki/Trello-Workflow/04732891b805e318b12d85bfe8b19c0bd59f2088>

²⁸See <https://github.com/doubtfire-lms/doubtfire-api/wiki/Development-FAQs/10f5ffe59c126b9b849e06cb5310da92f502b420>

5.2.3 Start working on refactoring Portfolio Wizard

30 March

- Rework the Portfolio Wizard to be more user-friendly
- Remove out the old file upload code and replace with new `file-uploader` directive
- See these three commits²⁹

5.3 Learning

- N/A

5.4 Collaboration

- Skype meetings
 - Updates to Trello board
-

6 Week 5

Date: April 1 to April 7

6.1 Summary

| Task | Hours |
|------------------------------------|-------|
| Team and Supervisor Meetings | 0 |
| Client Meetings | 0 |
| Team Management and Administration | 1 |
| Research | 0 |
| Software | 3 |
| Presentations | 0 |
| Team Documents | 3 |
| Reviewing | 5 |

²⁹See <https://github.com/final-year-project/doubtfire-web/compare/5fd6250...07b8318>

| Task | Hours |
|------------------------------|-----------|
| Other | 0 |
| Total Hours This Week | 12 |

6.2 Detail of tasks undertaken

6.2.1 Working with Jake and Reuben on Unit Testing

- Spent time on Monday trying to set up Minitest with Jake and Reuben
- We worked on a couple of hours, refactoring the `seeds.rb` file and adding in the new folder structure required by Minitest
- Added in some initial tests to ensure that Minitest was properly “plugged in” with Rails

6.2.2 Expanding Comment Box Enhancement

4 April

- Worked with Jake to help him with CSS issues on expanding comment box enhance
- See the pull request³⁰ that we submitted

6.2.3 Improve documentation

5 April

- Update documents for running PDF generation on Doubtfire
- Some group members were having issues with PDF generation due to poor install documentation
- See these two commits³¹

6.3 Learning

- N/A

³⁰See <https://github.com/doubtfire-lms/doubtfire-web/pull/27>

³¹See <https://github.com/doubtfire-lms/doubtfire-api/compare/96aa913e20b1116440ddfe39d9afe4cfe47536ec...04957d5b5d025f69b81ff172d6bc36dd0f316c8c>

6.4 Collaboration

- GitHub Pull Requests
 - Conversations with team on Monday's lecture times
 - Slack
 - Updates to Trello board
-

7 Week 6

Date: April 8 to April 14

7.1 Summary

| Task | Hours |
|------------------------------------|-----------|
| Team and Supervisor Meetings | 0 |
| Client Meetings | 0 |
| Team Management and Administration | 1 |
| Research | 0 |
| Software | 5 |
| Presentations | 0 |
| Team Documents | 0 |
| Reviewing | 5 |
| Other | 0 |
| Total Hours This Week | 11 |

7.2 Detail of tasks undertaken

7.2.1 Fix logger class

10 April

- Fixed the Doubtfire logger class to print `fatal` and `error` messages to the console

- See the pull request³² that was submitted

7.2.2 Improve timeouts occurring on Doubtfire

10 April

- Timeouts occurring on large tasks were taking up way too much time
- Sometimes these timeouts would result in bad errors produced to the user
- See the pull request³³ that was submitted to resolve this

7.2.3 Worked with Jake and Reuben for testing

11 April

- Jake and Reuben were having trouble with writing tests
- We spent a few hours trying to make new helpers for the tests, namely `AuthHelper` and `JsonHelper`
- Needed to spend some time with Andrew to work this one out

7.3 Learning

- N/A

7.4 Collaboration

- Sitting together with Jake and Reuben and working on problem
- Slack
- Updates to Trello board

8 Week 7

Date: April 15 to April 21

³²See <https://github.com/doubtfire-lms/doubtfire-api/pull/11>

³³See <https://github.com/doubtfire-lms/doubtfire-api/pull/12>

8.1 Summary

| Task | Hours |
|------------------------------------|-----------|
| Team and Supervisor Meetings | 0.25 |
| Client Meetings | 0.75 |
| Team Management and Administration | 0 |
| Research | 11 |
| Software | 0 |
| Presentations | 0 |
| Team Documents | 2 |
| Reviewing | 0 |
| Other | 0 |
| Total Hours This Week | 14 |

8.2 Detail of tasks undertaken

8.2.1 Prototyping session with Jake

15 April - 10:30am to 7:30pm

- Worked on prototyping iOS and Android helpdesk companion applications
- Developed basic use cases³⁴ and general walk-through through the app
- Second iteration of the architecture diagram³⁵

8.2.2 Meeting with Graham

18 April - 1:15pm

- Discussed peer reviews
- Graham approved assessment criteria³⁶

³⁴See <https://github.com/final-year-project/documentation/wiki/Requirements-Documentation#use-cases>

³⁵See <https://github.com/final-year-project/documentation/wiki/Requirements-Documentation#high-level-architecture-diagram>

³⁶See <https://github.com/final-year-project/documentation/wiki/Requirements-Documentation#high-level-architecture-diagram>

8.2.3 Meeting with Andrew

18 April - 1:30pm

- Feedback from first prototype
- Discussed improvements to improve workflow of the app
- Refer to meeting minutes

8.2.4 Implement second iteration of iOS prototype

18 April - 5:30pm to 8:30pm

- Implement feedback based on meeting with Andrew on 18 April
- Add in new tabs and other extra features into design

8.3 Learning

- Indesign UI prototyping tool

8.4 Collaboration

- Whiteboarding with Jake
 - Using Indesign to complete prototypes
 - Slack
 - Updates to Trello board
-

9 Week 8

Date: April 22 to April 28

9.1 Summary

| Task | Hours |
|------------------------------|-------|
| Team and Supervisor Meetings | 0 |

| Task | Hours |
|------------------------------------|----------|
| Client Meetings | 0 |
| Team Management and Administration | 1 |
| Research | 0 |
| Software | 0 |
| Presentations | 0 |
| Team Documents | 0 |
| Reviewing | 0 |
| Other | 0 |
| Total Hours This Week | 1 |

9.2 Detail of tasks undertaken

9.2.1 General updates to Trello boards and status updates from everyone

**Throughout the week*

- Regularly get status updates and organise Trello board*

9.3 Learning

- N/A

9.4 Collaboration

- Slack
 - Updates to Trello board
-

10 Week 9

Date: April 29 to May 5

10.1 Summary

| Task | Hours |
|------------------------------------|-----------|
| Team and Supervisor Meetings | 3 |
| Client Meetings | 0 |
| Team Management and Administration | 0 |
| Research | 0 |
| Software | 6 |
| Presentations | 3 |
| Team Documents | 1 |
| Reviewing | 0 |
| Other | 0 |
| Total Hours This Week | 13 |

10.2 Detail of tasks undertaken

10.2.1 Storyboarding session for project video

29 April - 9:30am to 12:30pm

- Worked on storyboard for final year project video
- Refer to Presentation Video³⁷

10.2.2 Update Portfolio Wizard

29 April - 9:30am to 2:30pm

- Refer to commits³⁸

10.2.3 Film Stock Footage

2 May - 1:30pm to 3:30pm

- Film stock footage for video with Jake

³⁷See <https://github.com/final-year-project/documentation/wiki/Presentation-Video>

³⁸See <https://github.com/doubtfire-lms/doubtfire-web/compare/29b0fbf...0432a1b>

10.2.4 Update Requirements Documentation

4 May - 1:30pm to 2:30pm

- Update requirements documentation
- New use case descriptions with new workflow

4 May - 2:30pm to 3:30pm

- Update Invision prototype with new screenshots

10.3 Learning

N/A

10.4 Collaboration

- Using Indesign to complete prototypes
 - Slack
 - Updates to Trello board
-

11 Week 10

Date: May 6 to May 12

11.1 Summary

| Task | Hours |
|------------------------------------|-------|
| Team and Supervisor Meetings | 0 |
| Client Meetings | 0 |
| Team Management and Administration | 0 |
| Research | 0 |
| Software | 0 |
| Presentations | 0 |

| Task | Hours |
|------------------------------|----------|
| Team Documents | 2 |
| Reviewing | 2 |
| Other | 3 |
| Total Hours This Week | 7 |

11.2 Detail of tasks undertaken

11.2.1 Project Planning Document

7 May - 10:30am to 12:30pm

- Begin working on sections of project plan

11.2.2 Begin Compiling Portfolio

10 May - 12:30am to 2:30pm

- Initiate compiling resources together for portfolio

11.3 Learning

N/A

11.4 Collaboration

- Slack
 - Updates to Trello board
-

12 Week 11

Date: May 13 to May 19

12.1 Summary

| Task | Hours |
|------------------------------------|-----------|
| Team and Supervisor Meetings | 0 |
| Client Meetings | 0 |
| Team Management and Administration | 1 |
| Research | 0 |
| Software | 0 |
| Presentations | 9 |
| Team Documents | 0 |
| Reviewing | 0 |
| Other | 0 |
| Total Hours This Week | 10 |

12.2 Detail of tasks undertaken

12.2.1 Filming With Jake

14 May - 1:00pm to 7:30pm

- Worked with Jake to finish filming of video
- Review editing and give feedback
- Record voiceovers

12.2.2 Presentations

23 May - 12:30pm to 2:30pm

- Presentations for Final Year Project

12.3 Learning

- Adobe Premiere

12.4 Collaboration

- Slack
- Updates to Trello board

- Meetings with Jake
-

13 Week 12

Date: May 20 to May 27

13.1 Summary

| Task | Hours |
|------------------------------------|----------|
| Team and Supervisor Meetings | 0.5 |
| Client Meetings | 0 |
| Team Management and Administration | 0 |
| Research | 0 |
| Software | 0 |
| Presentations | 0 |
| Team Documents | 7.5 |
| Reviewing | 0 |
| Other | 0 |
| Total Hours This Week | 8 |

13.2 Detail of tasks undertaken

13.2.1 Meeting with Graham

25 May - 1:15pm - 1:45pm

- Discussed submission protocol
- Refactor parts of requirement documentation

13.2.2 Convert wiki to LaTeX document

25 May - 7:30pm - 10:30pm, 26 May - 8:00pm - 11:30pm

- LaTeXify Wiki for submission

13.2.3 Work on SRS and Self Reflection

25 May - 7:30pm - 10:30pm, 26 May - 8:00pm - 11:30pm

- Started filling out templates provided on BB
- Used google docs to work out collaboratively
- Convert to wiki ASAP

13.3 Learning

N/A

13.4 Collaboration

- Slack
- Google Docs