# Week 1 (27 Feb – 5 Mar)

Time Spent: 3 hours

**28th February - 2 hours**  
Attended the lecture for R&D. Met with the team members of our group at that time and exchanged details.

Vini: 021 114 2785

Jin: 022 195 4501

Alex: 022 133 9965

We were assigned a supervisor named Noreen Jamil. No contact details for now. Will wait a day or 2 and see what happens.

**1st March - 15 minutes**

We were informed of a new member in our team.

Hayley: 021 465 666

Also received some information on the supervisor and Vini contacted her to set up a meeting. All communication between our team members is through email.

**2nd March - 15 minutes**

Hayley setup Slack for team communication. It is far more efficient that emailing. It is my first time using it so will need to familiarise myself with it. Also, Noreen arranged a meeting for Friday evening. Team members are yet to confirm if they are able to attend.

**3rd March - 15 minutes**

Meeting with supervisor was cancelled due to scheduling issues. Everyone posted their timetables in Slack to find an appropriate time for the meeting. Hayley is in full time employment so alternatives will have to be considered such as Skype.

**5th March - 15 minutes**

Emailed Noreen potential meeting times for Tuesday, Thursday, and Friday based on the timetables in Slack. Created a rough meeting matrix. Plan to finish the meeting matrix and a draft team agreement by the end of the coming week.

# Week 2 (6 Mar – 12 Mar)

Time Spent: 5 hours

**7th March - 2 hours**

Attended the R&D lecture.

**8th March - 1 hour**

Created an official meeting matrix for my team. Also made a draft team agreement. It contains the basics but needs to be added to and personalised to suit our team. The matrix is on Trello and the team agreement is on OneNote.

**10th March - 2 hours**

Met with team for an hour. First time meeting with Hayley. Discussed the prospectus, potential roles, and any questions we had for the supervisor. Later met with supervisor Noreen. She informed us that she is no longer our supervisor due to budget cuts. She answered our questions that we had at the time regarding the project, the role of the supervisor, and the proposal. Noreen said she will email us details of our new supervisor soon. The team has decided to work on creating a skills matrix for now.

# Week 3 (13 Mar – 19 Mar)

Time Spent: 12 hours

**14th March - 3:45 hours**

Met with the team for an hour before the lecture. Discussed the situation at hand (no supervisor) and decided to start on the project proposal. We agreed to start working through areas of the proposal such as the terms of reference and the rationale. Plan to email Stephen Thorpe and Noreen to sort out the supervisor issue. Attended the R&D lecture and met with him afterwards. He is the moderator for our project and since we have no supervisor at the moment, he will fill in for now. A meeting is being planned for Thursday. Also, our team may be eligible for an extension on the project proposal. This will delay it till Week 5 instead of Week 4. Considering we haven't met our client yet, this seems like the best option for our team.

**15th March - 2 hours**

Went through and edited/added to the terms of reference that Alex and Vini have started for the project proposal. Added some roles that can be distributed within our team. Also, took upon the responsibility of arranging and booking meeting roles as well as posting meeting summaries onto Slack after each meeting. Added some questions for when we have supervisor and client meetings. Setup meeting with Stephen tomorrow at 11am till 12pm. Hayley most likely won't be able to attend but everyone else should be able to make it.

**16th March - 4:15 hours**

Met up with team before supervisor meeting to prepare and questions that we may have. Attended the supervisor meeting with Stephen. Everyone but Hayley was present due to work commitments. He scheduled a meeting with our client Dr Robin Hankin from 2pm onwards. In the supervisor meeting, we discussed MATHEX competitions, existing judging software solutions such as DOMjudge, key points of interest in the client meeting, and clarified on a few points regarding the proposal. At 1pm, we met up again to create questions for the client meeting. This continued till the client meeting. During the client meeting, Dr Robin Hankin introduced himself, explained how MATHEX works, explained the need for the project, and what he wants (requirements). Information on the meetings can be obtained from the notes taken. Later that day, we all uploaded our notes taken in the meetings to OneNote. Next steps are to start working on parts of the proposal. We agreed to use Trello as our Project Management Software.

**19th March - 2 hours**

Completed the team agreement. Will need to be reviewed and agreed upon though. Also started working on the rationale. Looked at what a rationale needs, and what information I have available to me to at the moment to answer that. A rationale justifies why the project is needed. I think this project is needed since the existing paper system is bad for spectators and participants. I plan to complete a draft rationale by the end of this week.

# Week 4 (20 Mar – 26 Mar)

Time Spent: 6 hours

**20th March - 30 minutes**

Made changes to the team agreement based on the team practices that Hayley posted in Slack. Also created a summary of the notes that we obtained in the meetings on the 16th. Emailed these notes to Stephen for feedback so he can correct us where we may be wrong and point out information that we may have missed out on.

**21st March - 4:30 hours**

Attended the R&D lecture. Stayed back afterwards to ask Stephen about the supervisor situation. He said that we still don't have a supervisor so he will continue to fulfil that role for our team. Also, he will look into the email for meeting notes that I sent yesterday and get back to us. He may need a reminder in a few days though. Later I finished a draft rationale for the project proposal. It needs to be reviewed as I am not confident about the quality of the work. In the rationale, I addressed why the project is needed, the key project opportunities, and the key project issues. It is on the team's OneNote.

**22nd March - 15 mins**

Scheduled a meeting with Vini for tomorrow at 12pm onwards to work on the project proposal. Other team members have also been invited. Hayley won't be able to attend but will be active on Slack if her input is needed.

**23rd March - 15 mins**

Was unable to attend the scheduled meeting today due to being unwell. The team was informed before the meeting started and it went on without me. The meeting summary was posted in Slack in the afternoon which stated that I am now in charge of the Stakeholder's Register. Reviewed Trello for tasks delegated to me. A meeting was also scheduled for the 28th at 10am.

**24th March - 30 mins**

Started and finished a draft Stakeholder Register for the project proposal. Based the register off previous work I had done in ITPM. There are still some questions/doubts that I have regarding the register though. For example, what role does the AMA (Auckland Mathematics Association) have for our proposal. Also unsure about some clients being internal/external. It is located on OneNote and is awaiting approval. Until then, I will look to fill any blanks that may be left in the proposal and help with proofreading/reviewing.

# Week 5 (27 Mar – 2 Apr)

Time Spent: 16 hours

**28th March - 8 hours**

Met up with the time at university to finish the project proposal so that it could be sent for feedback and printed before the presentation, which is scheduled for the 31st of March at 11:30 - 12. I rewrote the rationale to make it more brief but still include the main points so that it could cover the important aspects such as why is the project needed. I also rewrote sections of the terms of reference to make it suit the rest of the proposal since this was one of the earliest parts of the proposal to be done. After that, I focussed on proofreading the proposal altogether to find grammatical errors, misunderstanding, and shortcomings. The whole team was present for most of this 6 hour period and working together in the R&D labs in WT501. At the end of our meeting, most of the proposal was complete. Parts of the proposal such as the Project Plan still need to be completed but should be finished soon. Also, the proposal is split into sections on OneNote and needs to be put together into one document for submission and printing. For now, I will continue proof-reading and providing support. Attended the R&D lecture in the afternoon.

**29th March - 15 mins**

The proposal is put together. Vini is still making some changes to the project plan though. I emailed our proposal document at this stage to Stephen to get feedback. I do understand that this is last minute though and we most likely won't get any feedback by Friday. Regardless, it's worth a shot.

**30th March - 4 hours**

The proposal is printed by Vini and I have been given a copy to proofread and familiarise myself with it. By making sure we all know everything about the proposal, we are making sure that we'll be prepared for any questions asked by the markers at the proposal presentation. I also started the process of creating a PowerPoint presentation to assist us. There is a strict cap on the number of slides allowed so each person has been given one slide each. For example, Hayley will do her slide on the Project Approach since she was in charge of the methodology and I will be doing my slide on the rationale. I created a slide on Google Docs that would assist me in my presentation and practiced my part. We all aimed to keep our parts short as there is a time limit on our presentation too. I haven't written a speech but am confident that I will be able to do a good presentation.

**31st March - 3 hours**

We met up at 9am in the R&D lab as a team to prepare for the presentation. This included continuing to read the proposal, creating PowerPoint slides, and rehearsing the presentation. We did this for 2:30 hours before going to the presentation at 11:30 am. The people present at the presentation were Akshay, Stephen, and Nik. Nik is now our supervisor for this project. Akshay says that he will act as a technical advisor. Our presentation was mostly smooth. There were a few shortcomings in our proposal. For example, there was no clear definition in the proposal for the feasibility studies that we would be conducting. Overall, the presentation was a success in my opinion. I felt that my part of the presentation was good but could've been better as I stumbled on a few words. Also, I wasn't very vocal when we were being asked questions.

**2nd April - 45 mins**

Received an email on the 31st from Akshay to setup a meeting on the 3rd of April to discuss how to implement this project. He has outlined various technologies that need to be researched beforehand so that going into the meeting we will have a similar level of understanding. I contacted my teammates on Slack and on their mobile numbers to see whether they can attend the meeting. Most of the team members were unable to attend so I have emailed Akshay asking to reschedule the meeting. Spent some time researching the technologies such as PostgreSQL and Nginx.

# Week 6 (3 Apr – 9 Apr)

Time Spent: 7 hours

**3rd April - 30 mins**

Received reply from Akshay who has rescheduled the meeting to the 4th of April at 12:00 pm. Notified the team about this and conducted more research on some of the technologies that Akshay outlined (Spring 4 and Django 1.10).

**4th April - 3:30 hours**

Conducted the meeting with Akshay. He outlined the different approaches that we could take to this project in terms of implementation. For example, he explained the hardware components that would be needed for a local server implementation and the cloud tools we could use for a remote server implementation. There were also various technologies such as Spring 4 that he introduced which could be used to create a web application. Spring 4 was highly recommended by Akshay as most of us are experienced with Java and Spring is based on Java. There were many notes taken in this meeting that went for an hour and they are to be summarized and sent back to Akshay to make sure that we have a clear mutual understanding of the discussions that we had in the meeting. I will be doing the summary. After the meeting with Akshay, we went to the R&D lab to discuss the meeting we just had and to look at our next steps. Overall, the meeting wasn't productive and not much was achieved out of it. Went to the R&D lecture at 4:00pm.

**5th April - 3 hours**

Summarized the notes that I had taken during the meeting with Akshay on the 4th of April and emailed them to Akshay for feedback. Some of my notes were messy in the sense that they didn’t provide much information so I had to research on those particular items. For example, Akshay in the meeting mentioned that we could utilise Node.js for implementation. In my notes, all I had taken down was "Node.js" which provides very little context and information about it. Therefore I conducted some research on those particular notes. In the future, I will look to improve my note taking skills so that I provide sufficient context to be able to understand my notes in the future. Also posted a meeting summary was posted to Slack for all members to see.

# Week 7 (10 Apr – 16 Apr)

Time Spent: 11 hours

**11th April - 3 hours**  
Attended the R&D lecture. Also did some brief research on Spring 4. Particularly on what kind of web applications can be made from it. Looking for functionality that Spring 4 provides which could be useful and relevant to our project.

**14th April - 4 hours**  
Spent some time upskilling. Looked into PHP/HTML. PHP is very basic and I don't think it will be very useful for our project. Getting familiar with HTML was definitely useful and I think in the future it will help me in the development phase.

**15th April - 4 hours**

For upskilling purposes, I experimented with Java web applications. I learnt how to use Java Servlets and JSPs. I am not sure how relevant this upskilling will be. I know that Spring 4 is a Java based framework so I do think that this could help me in the future with development. I created a social networking web application where you could enter statuses and view statuses. These statuses were stored in a local database.

# Week 8 (1 May – 7 May)

Time Spent: 8 hours

**2nd May - 2 hours**

Attended the R&D lecture.

**5th May - 5 hours**

Attended a group meeting at AUT to discuss our next steps. Everyone was present. We looked into the feasibility study and divided up the work so everyone has been delegated their own tasks. I will be working on the technical feasibility study and will focus on the venue's infrastructure. We have also agreed to do weekly schedules to outline what we will all be working on. The meeting went for 3 hours. In the evening, I did some research on the internet about the venue. In particular, I was interested in details about the size of the venue and its capacity. However, there was no information to be found. I instead tried to look into access points that would support high amount of users. My knowledge on this type of hardware is very limited though and my understanding of the research was very low. I think I will need to understand technical terms related to networking devices and technology first in order to progress.

**7th May - 1 hour**

Created and posted a summary for the meeting on the 5th of May onto Slack.

# Week 9 (8 May – 14 May)

Time Spent: 7 hours

**8th May - 1 hour**

As agreed to in the meeting on the 5th of May, I created and posted my schedule for the week. It outlines what work I will be doing and when I will be doing that work. This week I will be researching the venue's needs for a cloud approach, the venue's needs for the hardware approach, and the implementation technology (Spring 4, PostgreSQL, etc.). I don't think that this schedule that I've made is very accurate and doubt it will be followed strictly as I am unsure how much work each research topic involves. If I feel that there is a lot to research for each topic, I will cover the basics for this week and revisit it later.

**9th May - 4 hours**

Vini asked me to read through an outline of the hardware approach and the factors involving it. I need to be able to understand the hardware implementation in order to investigate the venue's needs for it. Once the investigation is complete, our team can look to visit the ASB Stadium and see what they have available, what they would be able to support, and what things they won't be able to support. For example, if they have no internet connection, the cloud approach may not be applicable and we would need to ask them if they would consider getting an internet connection. I conducted some research on the cloud implementation by looking into internet connections that could be used at the venue. Our technical advisor Akshay had mentioned that a leased internet line may be needed to accommodate for the large amounts of traffic. I wasn't able to find much information about leased lines on the internet. May need to visit a physical store for Spark or Vodafone and inquire. However, I don't think it is something that the venue would be interested in getting. Also, both Fibre and Business Wireless Broadband are available on the venue's location according to [www.spark.co.nz](http://www.spark.co.nz). Fibre is the faster and more idea option but Business Wireless Broadband could be more suitable for the MATHEX event if the venue doesn't already have a fibre connection. Later that day I also attended the R&D lecture.

**11th May - 2 hours**

Attended a group meeting at AUT to discuss how to use TortoiseGit. Everyone apart from Alex was present. He was unable due to an issue with transportation. He would follow the meeting from home on Slack and be present in case something needs to be asked/told to him. Hayley explained what TortoiseGit was and how to utilise it. It is an interface for Git that is used to make git operations easier. Hayley did an explanation and an example run of TortoiseGit to show everyone how to use it. It was fairly simple but seems like a very useful addition as not everyone is experienced in utilising Git. Also, we discussed our progress since the meeting that was held on the 5th of May and shared our findings. We find that most of this feasibility study will likely have to be completed in our own time (over the study break and the semester break) and presented to the client Dr Robin Hankin at the beginning of semester 2 to provide us with enough time for development.

# Week 10 (15 May – 20 May)

Time Spent: 6 hours

**16th May - 3 hours**

I attended the R&D lecture in the afternoon. After this, I added some questions for the venue to a document that Vini started on OneNote. My questions were centred around the internet access and wireless local area network. I want to know if they have either of those, details about them if they do, and willingness to install it if they don't. This will help me evaluate the feasibility of this project - particularly the cloud implementation as it cannot work without an internet connection and the options are very limited if there is no internet connection installed at the venue (e.g. users using mobile data or mobile broadband solutions).

**17th May - 3 hours**

Today I reviewed the questions written by my team mates and provided some feedback on them. For example, questions like "Do you think the new product would make the judging process much more easier?" and "Would they use it over the traditional pen and paper system?" are redundant because our client was quite specific in saying that the proposed system would work alongside the existing pen and paper system. Therefore, it will only make the judging process harder and it isn't a complete replacement for the traditional pen and paper system. Today I also conducted some research on the local area networks for large amounts of users. The amount of space for the network is relatively small compared to the amount of users that the network will have. Therefore, we will mostly need access points and not repeaters. Repeaters only repeat the signal from an access point. They would be useful for a network in a larger space. We will need many access points to be able to support 500+ users at the same time.

# Week 11 (22 May – 28 May)

Time Spent: 12 hours   
  
**23rd May - 7 hours**  
Attended the R&D lecture in the afternoon. Later at night I worked on version 2 of the proposal. We were working off feedback that we had received from our technical advisor Akshay. I updated the Stakeholder Register to include the right names. Nikola Kasabov (supervisor) and Akshay (technical advisor) needed to be added as stakeholders. I also worked on defining some items in the Work Breakdown Structure. During the proposal presentation, our markers were unclear about what each of the feasibility study segments (technical, legal, operational, financial, schedule, resource) actually meant. Another item of the WBS that the markers were unsure about was the presentation to the client following the completion of the feasibility study. I added some information about each of these items into the Project Approach section. I also started creating a database design for the proposed system based on the initial requirements that we have obtained from the client. By creating a prototype database design, I would be able to get the size of queries to the database by the spectators and transactions for the judges. This will allow me to understand approximately how much traffic the local network should be able to handle. The internet connection would also be affected by this data. I have started the design but it requires more revision. I will also look to get feedback from my group members to make sure that I haven't missed out on anything or haven't included redundant data fields in my tables.

**24th May - 2 hours**

Reviewed the work done on the status report as of yet and made sure there were no conflicts (as the report was written by multiple members of the group). I also wrote the individual contribution part for the status report. I mentioned that for the proposal, I mostly worked on the rationale, the stakeholder register, and the terms of reference. I did do proofreading but that was a role that was applied to everyone. I spent time on experimenting with PHP, HTML, JSP, and Java Servlets as well to improve my development skills for web based projects. For the feasibility study, I am working on the technical part and am focussing on the venue's infrastructure. A lot of my work has been delayed for that though as we haven't been able to schedule a visit yet. I have been researching on networking and internet solutions for the venue as well as experimenting with a database design to help me with understanding the queries and transactions that would occur. Another small contribution of mine has been the meeting summaries that I post to Slack after each meeting. My task tomorrow is to proofread and edit the status report before submission.

**25th May - 3 hours**  
Today I firstly proofread and edited the status report. Alex and I worked together on this in the R&D labs at AUT. There were mostly just grammatical changes. A last minute change was to include a summary of our hours in the individual contribution section in the form of a table. This was something that Vini had in his section and he recommended us to incorporate this into ours too. Due to this, we didn't have enough time to proofread the individual contribution sections for everyone. Once we were completed, we submitted the status report via email.