

Week 1 (Nov 2 – Nov 10)

- **Nov 3 (1 h):** Joined team meeting to review sprint goals; contributed to refining backend requirements and helped clarify expectations for the chat/focus-tracking features.
- **Nov 4 (1 h):** Assisted in defining the updated backend endpoints for Sprint 4; helped document how data flows between the new components.
- **Nov 5 (1.5 h):** Wrote **meeting minutes** for the sprint planning session; summarized decisions, responsibilities, and updated sprint backlog items.
- **Nov 7 (2 h):** Collaborated on the backend structure setup for Sprint 4; reviewed routes, models, and middleware needed for the new features.
- **Nov 9 (1.5 h):** Started preparing sprint documentation, including early drafts of the API section and preliminary architectural notes.

Total Week 1: 7 hours

Week 2 (Nov 11 – Nov 17)

- **Nov 11 (2 h):** Helped implement backend updates by reviewing and cleaning controller logic; assisted teammates with debugging inconsistent responses.
- **Nov 13 (1.5 h):** Wrote backend-related documentation explaining endpoint usage, request/response conventions, and integration expectations for the frontend.
- **Nov 15 (2 h):** Drafted **meeting minutes** for the integration meeting; noted pending tasks, risks, and blockers related to backend–frontend API alignment.
- **Nov 16 (1 h):** Assisted in validating API endpoints manually using Postman; documented test cases and fixed small formatting inconsistencies in returned JSON.
- **Nov 17 (1 h):** Updated sprint documentation based on team progress; prepared the structure for the final submission package (folders, naming, formatting consistency).

Total Week 2: 7.5 hours

Week 3 (Nov 18 – Nov 24)

- **Nov 18 (2 h):** Worked on the **Sprint 4 report**, writing the backend explanation section and summarizing our API improvements and architectural decisions.
- **Nov 20 (1 h):** Contributed to the final presentation by organizing backend-related slides and ensuring the technical flow matched the report.
- **Nov 21 (1 h):** Assisted during demo practice; verified that backend responses aligned with what was being shown and wrote quick notes on what to refine.
- **Nov 23 (1.5 h):** Finalized documentation for Sprint 4, including updated diagrams, endpoint descriptions, and integration details.
- **Nov 24 (1 h):** Final review of all deliverables; ensured documentation formatting, meeting minutes, and final report sections were coherent and ready for submission.

Total Week 3: 6.5 hours

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