

## SEPA Major Deliverables/Activities Timeline – indicative due dates

Note: The due dates are subject to change, and need to be confirmed with the project supervisor.

1. Project registration and allocation: weeks 1~2.
2. Individual Weekly Worklog: weekly.
3. Meeting agenda and minutes: weekly, all meetings.
4. Client contact email: week 2.  
According to the given Template, prepare a client contact email draft. Upon notification of project supervisor, submit the client email draft to the supervisor for review and approval. With approval from the supervisor, email the client for a meeting asap within a week.
5. Contact supervisor for weekly meeting: week 2.  
Upon the allocation of project and the supervisor, contact the supervisor for the first/regular weekly meeting.
6. First client meeting: week 3.
7. **Assessment Criteria agreement (sem 1): week 5.**  
Based on the given template and the project specifics, adjust and finalise the assessment criteria for the project, to be agreed to and signed off by the team and supervisor.
8. **Project Plan: week 5.**
9. **Software/System Requirements Specification: week 6.**
10. **Mid-Semester (confidential) Peer Review Submission: week 6.**
11. **Mid-Semester Individual Review meeting with supervisor: week 7.**  
Based on weekly observations and peer reviews, the supervisor will meet each student individually for relevant feedback and discussion (10~15 minutes each).
12. **Software/System Design and Research Report: week 9.**
13. **Test Plan and Usability Assessment Plan: week 12 or early semester 2 (consult supervisor).**
14. **Final Presentation: Week 11/12.**
15. Group Portfolio Submission: week 12.  
This is to include the final version (and possibly early versions) of all deliverables and assessable items, including the **Students Contribution Statement**.
16. End-of-Semester Peer Review Submission: week 12.
17. End-of-Semester Individual Review meeting with supervisor: week 12 or 13. (The End)