Progress Journal: Week 1

Monday June 1st

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| **Time** | **Activity** | **Who?** | **Progress/choices** |
| 10:00-11:00 | Meeting with Max | All | We will use Wordpress for our website and we will make a design for our website this week. We will think about our domain name today. Together with Max we have decided to end our domain name with .nl |
| 11:00-14:00 | Individually reading about scrum, brainstorming about content for our website, organizing our Google docs | All |  |
| 14:00-15:00 | Meeting about scrum, planning for the week, content for our website | All | - Idea for website: a connection between freelancers and AI companies. Companies can promote their projects and freelancers can find a job.  - We have brainstormed about the domain name and will make a choice tomorrow.  - Every morning 9:00 scrum meeting.  - Sprint 1 starts June 2nd.  - Qi is scrum master, Franklin is product owner (at least for first week).  - We designed our first sprint. Friday we want to finish our website in Wordpress. |
| 15:00-18:00 | Requirements document, project AImarketplace document, deliverables document, research: value proposition, current solutions. Updating Trello. | Frank | - |

Tuesday June 2nd

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| **Time** | **Activity** | **Who?** | **Progress/choices** |
| 9:00-10:00 | Choosing and buying domain name | All | - Domain name: aimarketspace.nl. We get aimarketspace.online for free. We will link this second website to aimarketspace.nl. We have chosen for a Wordpress hosting (start) where we can plug in a Wordpress optionally.  - We will start with the project goal + project requirement documents. |
| 10:00-10:40 | Brainstorming about the precise goal of the project. | All | - Build a freelance platform where startups can show off their exciting projects and get in contact with experienced Artificial Intelligence(AI) engineers, whether they are students, professionals or hackers.  - More information in project goal document. |
| 10:40-10:50 | Daily scrum meeting | All | Dividing tasks for the day. |
| 10:50-11:30 | Watching lecture | Maura, Qi, Lars, Frank | We also need a sprint backlog and a burndown (optional) list. |
| 12:00-13:00 | Researching theme options | Celena & Lars | We found some interesting and useful themes. And chose a couple for the others to reflect on. |
| 12:00-13:00 | Researching existing websites in our sector | Maura, Frank | There are a lot of platforms like our idea already. |
| 12:00-13:00 | Researching plugins for SEO and marketplace functionality | Qi | Yoast SEO is a very nifty plugin to help with SEO scores on the site. WooCommerce was not a viable option for our idea of a marketplace. |
| 12:00-13:00 | Researching Adsense, thinking about other paths forward, created SCRUM documents, looked at AI start up solutions for projects | Frank |  |
| 13:15 | Choosing the theme and changing our goal. Updating each other about the last two hours. | All | Theme: Themes from colorlib have lots of options in the free edition. Illdy is our favorite.  Product backlog: user stories are helpful and prioritizing them helps with thinking ahead. |

Wednesday June 3rd

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| **Time** | **Activity** | **Who?** | **Progress/choices** |
| 9:00-9:15 | Daily Scrum | All | - Everyone will try to make a page in Wordpress today.  - Frank: update product backlog, set up planning, set up report, write article, set up adsense.  - Celena: find out about different pages that are required for our website and make a start |
| 9:15-12:00 | Working on the different pages on the website. | Lars, Qi, Celena | - Contact Forum  - About us pagina  - Team on the homepage  - Making the logo  - Further improvements website |
| 9:15-12:30 | Experimenting in Wordpress, reading about Adsense, reading about SEO and writing a content page about AI | Maura |  |
| 13:15-13:30 | Team meeting | All | - Discuss what questions we have for the meeting with our TA (Daniel).  - Reflect on what we achieved today and how it went. |
| 13:30-13:50 | Meeting Daniel | All | - Discussed requirements from UvA and our presentation on friday |
| 13:50-13:55 | Team meeting | All |  |
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Thursday June 4th

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| **Time** | **Activity** | **Who?** | **Progress/choices** |
| 10:00-10:30 | Meeting Product Owner (Max) | All | - Research SEO for two articles in depth.  - Research SEO for other articles in less depth.  - For adsense we can use google site kit. Also gives us insights in the statistics of our website.  - We need to have more MVP, so that our last MVP is not in sprint 2.  - Less focus on user logins, we want to focus on good and interesting articles and a few projects.  - Make a decision on whether the website will be written in English or in Dutch. |
| 10:30 - 11:10 | Team meeting | All | - We chose to focus on a Dutch website instead of an English one. It is easier to write good Dutch articles for us and we focus on Dutch clients at first. |
| 11:10 - 12:00 | Daily Scrum + preparing planning presentation | All |  |
| 12:00-13:30 | Preparing presentation individually | All | We divided the presentation in 5 parts so everyone could work on it individually |
| 13:30-14:15 | Walking through the presentation | All |  |
| 14:30-16:00 | About page & Blog | Celena | Making the new draft for the about page and blog |
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Friday June 5th

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| 9:30-10:00 | Preparing for presentation | All | - Final practice and rehearsal |
| 10:00-11:45 | Presentation | All | - We need to specify our backlog more. |
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Monday June 8th

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| 10:00-10:30 | Daily Scrum | All |  |
| 10:30-12:00  13:30-15:30 | Homepage Design | Qi, Frank | -More relevant pictures are needed  - Color of accents need to be decided on |
| 10:30-12:00 | Text homepage | Lars, Celena | - Set up the text for the homepage experts  - Set up the text for homepage business |
| 10:30-12:00 | Text introduction page | Maura |  |
| 13:30 - 14:30 | Sprint backlog | Frank |  |
| 13:30 - 15:30 | Sprint backlog | Lars | - More organized with clear tasks |
| 14:30 - 15:30 | Onderzoek artikelen | Frank |  |
| 14:00-15:30 | Alles over AI | Maura, Celena | Write the ‘info over AI’ page and design the page |
| 15:30-16:00 | Closing meeting | All |  |
| 15:30 - 18:00 | Research SEO, Blog post templates, Create personas | Frank |  |
| 16:00-16:30 | Ordering product backlog | Lars, Celena | Order the product backlog again on priority |
| 16:00-16:45 | Design blog page | Maura |  |

Tuesday June 9th

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| **Time** | **Activity** | **Who?** | **Progress/choices** |
| 10:00-10:15 | Daily Scrum | All | Tasks were assigned and progress was discussed |
| 10:30-11:00 | Meeting with TA | All | Teamwork and communication is well done, and |
| 11:00-12:00 | Research blog post about big data | Celena | - Doing research about big data  - Research a bit about SEO and big data |
| 11:00-12:00 | Creating links and buttons for navigation, adding texts to homepage | Lars |  |
| 11:00-12:00 | Menu adjusting, researching article about business/AI | Frank | * The menu contains only the most important, or parent, topics. All the rest is hidden. * Reading on the subject for the blogpost. |
| 11:00-12:15 | Research for Adsense | Maura | - install plugin: site kit. This plugin is needed for linking Adsense to Wordpress.  - Adsense account + Google Analytics account with same email address. |
| 10:15-10:30 | Update Trello | Lars, Celena | Update the sprint backlog onto the trello board. Defining the tasks to be done for this week in short descriptions. |
| 13:00-13:30 | Meeting Max | All | - Asked questions and received feedback, all is going well.  - Tips: write from the perspective of an AI student. Write about how to find a job/or link to online cursus.  - https website instead of http is needed. |
| 13:30 - 15:00 | Research articles/ blog posts, building the projects pages. | Frank | * Reading on the subject for the blogpost. |
| 13:30-16:00 | SEO optimization of homepage and SSL certificate | Lars | SSL certificate enable https connection which made connection secure. |
| 13:30-16:00 | Blog post Big Data | Celena | Doing further research on what I want to write in the blog article. And taking into account the information that I learned about SEO. Writing the first draft for the article. Reading the document from Max about SEO |
| 13:30- | Continue Adsense & Google Analytics | Maura | - install plugin “headers and footers”. This is necessary for linking adsense to the website.  - It will take probably one day for Adsense to process the website.  - completing setup for Google Analytics. This makes it possible to see how many clicks our website gets. |
| 15:00 - 16:00 | Continuing building “AI market” and single project pages. | Frank | * Having trouble with the front end. Cannot get the right details. |
| 20:00- 00:00 | Better understand the Uncode framework, set up the new Blog page, set up the new project page, populate the website with placeholders, process the feedback from Max w.r.t. Business and client focus. | Frank | * The uncode framework/theme is very rich in options. Will discuss this with the team. |

Wednesday June 10th

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| 10:00-10:30 | Daily Scrum | All | - Discuss the different focus from our website. From freelancers to ai-students.  - |
| 10:30-12:00 | SEO Keyword article research | Lars | - List of interesting AI projects |
| 10:30-13:00 | Adsense | Maura | - it is not yet possible to place ads on our website because the request for adsense is still processing.  - it’s best to make a general shape for your advertisements. It is possible to adjust the sizes automatically.  - for matched content, it is an idea to place advertisements in same layout and same spot as a blog post.  - For matched content it is necessary to meet a few requirements. These requirements include enough traffic volume and enough unique pages. I have made a request. This can take a few days. |
| 10:30 - 12:00 | Logo Revision | Qi | * Some different logos made for the website which will be shown to the team |
| 10:30-12:00 | Blog | Celena | - Writing the final blog big data  - Optimizing the SEO on big data blog  - Begin writing blog AI courses |
| 13:00-13:15 | Midday meeting | All | - Make planning for the remainder of the day  - Choosing logo with the team |
| 13:15- 16:00 | Working on the report | Qi, Celena | - Making the frontpage with logo  - Table of contents  - Made a beginning with the introduction |
| 13:15-15:00 | Writing Article about AI projects | Lars | - Article is mostly done. |
| 13:15 - 16:00 | Market space page final design, project/internship/job page final design | Frank | - Imported the portfolio classic for the market space and adjusted it to fit our needs.  - adjusted the portfolio sidebar page to be the page for the projects, jobs and internships. (Placeholders)  - Taken the feedback from the team and improved the Market page. |
| 13:15-13:45 | Finalizing Logo | Qi | - Troubleshooting some very nifty background problems |
| 13:15-16:00 | Working on business plan | Maura | - Made a list of possible startups for the website.  - Make plans for publicity.  - documents are in the file: Website -> Business side |
| 17:00-21:45 | Adjusting the product/sprint backlog to accommodate our recent decision to focus on students.  Completing small tasks to complete some usertory items. Redesign blog page and posts page. | Frank | - removed all business owner user stories.  - removed any story that related to the old vision.  - completed the category aspect of the blogs.  - Complete overhaul of the blog page design.  - Adjusting the blog post page design.  - Updated trello to reflect new backlogs, need to update it tomorrow with team. |

**Thursday 11-6**

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| 10:00-10:15 | Daily Scrum | All |  |
| 10:15-10:45 | Backlog Discussion | All | - New Sprint Backlog discussed and updates to Product Backlog |
| 10:30-12:00 | Sprint Backlog 2 creation | Lars, Frank |  |
| 10:45-12:00 | Working on the presentation | Celena | Reflect on the rubrics and make a plan about how we want our presentation to be. Make a first draft for the presentation. |
| 13:00-14:30 | Progress Presentation Discussion | All | Working on the presentation and dividing who does which part. Working out the personal parts of the presentation. Discussing the final presentation together once we were finished. |
| 14:30-15:00 | Meeting with Max | All | Meet with Max and discuss our progress of this week. Show the planning for the next sprint. |
| 15:00-16:00 | Finish writing article about AI projects | Lars |  |

**Friday June 12th**

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| 10:00-11:30 | Presentations | All |  |
| 13:00-15:00 | Working on business plan | Maura | Writing mails to Ashley and for persvoorlichting, startups and interested startups. Also making a step by step guide for this part. |
| 13:00-14:00 | Working on the blog | Celena | Started writing the article about interesting online course for AI |
| 13:00-14:00 | Texts for students on homepage | Lars |  |

**Monday June 15th**

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| --- | --- | --- | --- |
| 10:00-10:30 | Daily Scrum | All |  |
| 10:30-12:00 | Processing Max’s feedback | Lars | SSL enabled on all pages and layout is a bit more logical. |
| 10:30-12:00 | Writing the blog | Qi, Celena | Finished writing the blog about interesting courses for AI |
| 13:00-16:00 | Working on the report | Qi, Celena | Finishing the draft for the introduction. Thinking about how to write the solution part and what we want to discuss there. |
| 13:00-16:00 | Researching article about AI masters | Lars |  |

**Tuesday June 16th**

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| --- | --- | --- | --- |
| 10:00 - 10:30 | Daily Scrum | All |  |
| 10:45 - 11:15 | Meeting Daniel | All |  |
| 11:15 - 12:00 | Draft of AI Masters | Lars | First paragraphs written |
| 11:15-12:30 | Report | Qi, Celena | Working on the introduction of the report. This is finished now for the draft. And making a beginning on the solution part of the report. |
| 13:00 - 15:00 | Continuing with draft | Lars |  |
| 13:15 - 15:45 | Report | Qi, Celena | Working some more on the solution part of the report. |
| 11:15 - 15:00 | Verder met het schrijven van “KI Beroepen” en “Facial Recognition” | Frank |  |
| 15:00 - 15:30 | Meeting Max | All |  |
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**Wednesday June 17th**

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| 10:00 - 10:40 | Daily scrum | All | \*Maura is het aanspreekpunt voor de business side. \*We gaan weer Trello gebruiken. \* Rapport draft moet maandag af zijn.  \* Blog posts moet minimaal 500 woorden bevatten \* We beginnen gezamenlijk met het business gedeelte van het project |
| 10:30 - 11:10 | Minimal Requirements | Qi, Celena, Frank | -Minimale benodigdheden vastgesteld voor de challenges in de Drive |
| 11:10 - 12:15  13:15 - 14:30 | Report Writing | Qi, Celena | - Verder geschreven aan het Solution deel van het report. |
| 10:40 - 12:00 | Process challenges | Frank | Het uitwerken van de stappen die er komt kijken bij het plaatsen van een challenge. |
| 14:30 - 15:00 | Second meeting with group | All |  |
| 15:00 - 16:45 | Working on SEO | Celena | Optimized SEO on two posts. And shifted the Intro in AI to the blog page + thinking about how to expand the article. |
| 13:00 - 14:30 | Verder met blog post “Facial Recognition” | Frank | Over de consequenties van face recognition technologies. |
| 15:00 - 16:30 | Verder uitwerken “KI beroepen” blog post. | Frank | Uitbreiden van mijn initiele post. Bevat nu bijna 1000 woorden. Inspiratie van Carrieretijger. |
| 15:00-18:00 | Finalising Blog about AI Masters | Lars | Duurde eigenlijk te lang om dit blog te maken, maar tevreden met het resultaat. |
| 18:00 - 21:00 | Over ons pagina. ID taak 12. | Frank | Pagina dient het overall process te bevatten hoe anderen contact met ons kan opnemen en waarom ze dit zouden willen. |
| 19:00-20:00 | Example project page developed. | Lars |  |

**Thursday June 18th**

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| 10:00-10:45 | Long meeting | All | We looked at the progress we made during the week, challenges for the next few days, and what we had to do in the last week. |
| 10:45-12:30 | (12) Decide on the process how challenges will be placed.  (12) Describe the process in details on the website. | Frank |  |
| 14:00 - 14:45 | Over ons webpage. Website design. | Frank | De over ons pagina verder uitwerken. Design feedback verwerken. Marketspace aanpassingen. |
| 10:45-12:00 | Updating Project Example | Lars | Added more colour, images, useful links. |
| 10:45 - 12:30  14:00 - 14:45 | Reading articles | Celena | Reading articles and optimizing SEO also on the pages of the website. |
| 13:00-14:45 | Enabling Cookie notification | Lars | Bit of work, got it done |
| 14:45-15:00 | Pre-meeting | All | Discussing questions and progress. |
| 15:00 - 15:30 | Meeting Max | All |  |
| 15:30 - 18:00 | Over ons webpage. Website design. Feedback raport. | Frank | De over ons pagina verder uitwerken. Design feedback verwerken. Marketspace aanpassingen. Feedback raport. |
| 15:30 - 16:30 | Report | Lars, Celena | Working on the report draft |
| 15:30 - 18:00 | Over ons webpage. Website design. Feedback raport. | Frank | De over ons pagina verder uitwerken. Design feedback verwerken. Marketspace aanpassingen. Feedback raport. |

**Friday 19th June**

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| 10:00-10:15 | Daily Scrum | All | Last sprint tasks assigned |
| 10:15-12:00 | Spreading the colors along the website | Frank, Qi | Process color scheme |
| 10:15-11:00 | Blog optimisation | Lars | New logo inserted, extra info added |
| 11:00-12:00 | Report Feedback | All | Read through everything and wrote down feedback. |
| 13:00-13:30 | Sprint Review and basic planning for next week | All | We discussed our satisfying progress and made plans for next week. |
| 13:30-18:00 | Report Conclusion + Report Future works, Sprint backlog 4 + Trello | Frank | Write the |
| 10:15 - 11:00  13:00 - 15:00 | Report + SEO | Celena | Reading feedback for the report and working on the SEO of the overall website |

**Monday 22 June**

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| 9:00-10:00 | Finishing feedback report | Maura |  |
| 10:00-10:30 | Daily Scrum and kick-off of the week | All | We decided we wanted to focus this week mainly on finishing the project. Working out all major kinks and getting ready for the presentation. The report is also a big priority. |
| 10:30-11:00 | Discuss best practice change website. (34) | Frank, Qi | Decide on the best way to go about improving the website together. |
| 11:00-16:00 | Fixing all Adsense problems | Maura | * moet dit nog even overschrijven uit mijn boekje |
| 13:00 - 16:00 | (34) Make sure all the functional components work as intended (buttons etc)  (34) Make sure the website is dummy proof and intuitive.  (31) Create contact form which allows users to apply  (34) Make sure that all details are in order, there are no design flaws in whatever setting the website can be found in. | Frank |  |
| 10:30 - 12:15  13:15 - 16:45 | Report + SEO | Celena | Working on feedback for the report and working on the SEO of intro to AI. |
| 10:30 - 12:15  13:15 - 17:00 | Report | Lars | Processing feedback by the team to prepare for hand in with daniel. |
| 12:00 - 15:30 | Checking the website for any flaws in functionality/design. | Qi | - Some buttons on the website were not yet functional.  - Some design choices were not exactly as was desired. |

**Tuesday, June 23rd**

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| 10:00-10:15 | Daily scrum | Lars, Qi, Celena | Tasks assigned |
| 10:15-10:45 | Pre-meeting Daniel | Lars, Qi, Celena | Deciding on questions to ask |
| 10:45-11:30 | Meeting with Daniel | Lars, Qi, Celena, Maura | Discussed upcoming presentation, short feedback on the blog, questions on grading and any other small items. |
| 11:30 - 12:30 | Adding extra examples for the market space | Lars | Example for internship and job opening added for more variety |
| 11:30 - 12:30 | Blog | Celena | Working on the blog post ‘Minoren voor Kunstmatige Intelligentie’. Posted all of the content, choose featured image and optimized the SEO of this blog to GOOD. |
| 13:30 - 14:00 | Design improvement for About us | Lars | Little errors with the icons have been fixed, increasing readability. |
| 13:30 - 14:30 | Mailinglist | Frank | The contact form needed to be set. The confirmation mail needed to written. |
| 14:00 - 15:00 | Writing Readme file | Lars |  |
| 13:30 - 15:00 | Final Presentation + Adsense | Celena | Making the beginning for the final presentation. Worked on Adsense |
| 15:30 - 18:15 | Maillinglist, Final checks on the quality of the website, Sprint 3 backlog and trello | Frank | Researching more on maillinglist it appears we need mailchimp API, going through the website one more time to find any kind of flaws, update the backlog and trello. |