

Date:	Start Time:	Finish Time:	Hours Spent:	Task:	Notes :
Week 1: <u>6hrs</u>					
6/03/25 Thursday	2pm	4pm	2 hours	R & D: Lecture 1	Introduction to the course, team allocation assigned
7/03/25 Friday	2pm	6pm	2 hours	Review lecture slides and get in contact with team members	<ul style="list-style-type: none"> - Explored the Lecture slides from Week 1 and went over allocated project description. - Got in touch with team members set Discord as channel for team communication.
8/03/25 Saturday	12pm	2 pm	2 hours	Review Project description and study	Read over the assignment description and formed questions to ask client in the upcoming client-mentor meeting for next week.
Week 2: <u>11hrs</u>					
11/03/25	5pm	7pm	2 hours	Project Study	Went over project description and terms to familiarise myself with the idea, and prepared questions to ask mentor.
13/03/25	12pm	4pm	4 hour	*Meeting cancelled* Start upskilling	<ul style="list-style-type: none"> - rescheduled meeting with client-mentor meeting for next week - familiarise myself with project and form questions to ask for

13/03/25	2pm	4pm	2 hours	R & D: Lec 2	This lecture talked about our first assignment- Project Proposal and organising our first client meeting.
14/03/25	2pm	5pm	3 hours	Going through Project Proposal assessment guideline	Assessment guideline covered the necessary documents and procedures we need to complete.
<u>Week 3:</u> <u>12.5hr</u>					
18/03/25	7pm	8:30pm	1.5 hours	Online team meeting	Discuss what to expect in the meeting: Made points on what questions to ask as a group, discussed what we need to familiarize ourselves with before the meeting.
20/03/25	10am	11am	2 hours	First client mentor meeting	In this meeting we were told what to expect and what parts need to be done first. Told us we need to have our methodology set first. Discuss how often we need to meet with clients/mentor (list of actions)
20/03/25	11am	2pm	3 hours	Allocation of work+ self study	Met up as a group after meeting to assign roles, got put into ipv6 group, task allocation. Began working on the documents.
20/03/25	2pm	4pm	2 hours	R & D: Lec 3	Covered Project Management Methodologies and its importance in an IT group project.

22/03/25	12pm	4pm	4 hours	Proposal Research	Working on the following documents: <ul style="list-style-type: none"> - Project estimate cost - Skills analysis Research on PB tech etc to find estimate costs on what hardware/software is required for the project.
Week 4: 13 Hours					
25/03/25	1pm	4pm	4 hours	Working on Estimated costs	Researching on estimated costs and completing the document, began working on skills analysis
27/03/25	1pm	2pm	1 hour	Client/mentor meeting	Review of Proposal Document Got a lot of feedback from Daniel for all sections in Proposal document. Suggested to finish our draft by Sunday 30 March for review Booked April 3rd (Thursday) for mock presentation
27/03/25	2pm	4pm	2 hours	R & D: Lec 4	Lecture focused on team dynamics and conflict addressing.
27/03/25	5pm	7pm	3 hours	Estimated costs progress	Continued to work on estimated costs.

28/03/25	4pm	9pm	3 hours	Begin presentation slides	Started working on presentation slides and editing. Wrote down bullet points on what to talk about during the presentation.
<u>Week 5:</u> 12 hours					
31/03/25	6pm	10pm	4 hour	Presentation slides	Was unavailable for team meeting at 4-5:30pm. Contacted group and was told what was discussed. Working on presentation slides with Kylie.
31/05/25	10pm	12am	2 hours	Project proposal	Made changes according to feedback given on project proposal.
03/04/25	2pm	4pm	2 hours	R & D: Lec 5	Lecture focused on project quality.
04/04/25	1pm	5pm	2 hours	Presentation slides	Continued editing the presentation slides and making changes according to feedback given
05/04/25	1pm	5pm	2 hours	Presentation slides	Continue working on slides and list bullet points to talk about during presentation.
<u>Week 6:</u> 14 hours					

07/04/25	7pm	8:30pm	1.5 hours	Online group meeting	Project proposal presentation discussion and rehearsal, recorded timings. Realised we need to work on improve our scripts.
08/04/25	12pm	3.30pm	3.5 hours	Working on Presentation	Working on my part of the presentation and script.
09/04/25	10pm	12am	3 hours	Practicing presentation script	Worked on learning my script for the presentation.
10/04/25	9:30am	11am	1 hour	Project proposal presentation practice	Practiced as a group for project proposal presentation. Final rehearsal
10/04/25	11am	12pm	1 hour	Project Proposal	Presented our presentation to Bobby, received lots of feedback
12/04/25	1pm	5pm	4 hours	Upskilling	Thomas had given a list of upskilling material in the one drive. Began looking into those and upskilling.
Mid-Sem Break Week 7 14.5 hours					
14/04/25	10am	1pm	3hours	Upskilling	Already have WSL set up due to OS course
15/04/25	2pm	5pm	3 hours	Online team meeting	Online team meeting to check up on upskilling.
16/04/25	11am	1pm	2 hours	Upskilling	Watched YouTube videos about bash scripting
17/04/25	3pm	8pm	2.5 hours	Research	Researched on QEMU, Fedora

18/04/25	11am	4pm	2 hours	Working on Upskilling	Watched videos about Fedora
19/04/25	1pm	6pm	2 hours	Research	Researched on Fedora
<i>Mid-Sem Break:</i> <u>Week 8:</u> 10 hours					
22/04/25	6pm	8:30pm	2 hours	Online team meeting+ Upskilling	Discussed what we have upskilled on so far. Continue upskilling on Linux.
23/04/25	12pm	4pm	4 hours	Research/Upskilling	Watched videos about D-ITG
24/04/25	5pm	8pm	2 hours	Upskilling	Upskilling, creating directories, making scripts.
26/04/25	6pm	9pm	2 hours	Working on Upskilling	Continue upskilling on Linux.
<u>Week 9:</u> 5 hours					

30/04/25	7	8:30	1.5 hours	Team Meeting	Review of the Upskilling for all members, My team (IPV6) had to analyse the data from the evaluation runs that Thomas conducted through the break.
01/05/25	1pm	2pm	1 hour	Client meeting	Review of project proposal feedback, asking questions about functional requirements.
01/05/25	8pm	8:30pm	2.5 hours	Upskilling	Analyse the data from the evaluation runs
Week 10: 9.5 hours					
08/05/25	2pm	4pm	2 hours	Team Meeting	Working on analysing and graphing mock data given while IPV4 team is testing. Decided to have a look at MATLAB
09/05/25	3pm	6pm	3 hours	Upskilling	Watch videos about MATLAB
10/05/25	2pm	5pm	4.5 hours	Upskilling	Research on MATLAB
Week 11: 9.5 hours					
12/05/25	7pm	7:30pm	30 mins	status report	Discussion via discord of ipv6 team on allocation of tasks for mid-sem review
13/05/25	4pm	8pm	4 hours	Status report	Work on Conflict resolution plan
17/05/25	5pm	9pm	5 hours	Status Report	Work on project status section and create template for conflict resolution plan.

Week 12:					
10 hours					
20/05/25	5pm	10pm	2 hours	Status Report	Continue working on Status report, project status
22/05/25	1pm	2pm	1 hour	Client Meeting	IPV4 team showed Client the data and scripts, received feedback.
22/05/25	2pm	4pm	2 hours	Attending workshop for R&D	I attended the workshop for R&D and learnt more about the expectations for the mid-term review submission.
23/05/25	10am	1pm	2 hours	Status report	Work on conflict resolution plan and template
24/05/25	12pm	3pm	3 hours	Status report	Work on Project status and fill in team contribution table
Week 13:					
6 hours					
28/05/25	7pm	8:30pm	2.5 hours	Team Meeting	Debrief of client meeting, discuss what are requirements for status report
29/05/25	3pm	6:30pm	3.5 hours	Status Report	Apply feedback to the status report
Week 14:					
7.5hours					

03/06/25	4pm	6pm	2 hours	Project Status	Continue with tasks assigned for project status
04/06/25	6pm	9pm	3 hour	Project status	Complete project status and make final changes to the completion dates. Complete conflict resolution plan
05/06/25	11am	5pm	2.5 hours	Presentation slides	Start on editing the presentation slides with Kylie
Week 15: 3 hours					
13/06/25	5pm	8pm	3 hours	Presentation slides	Make final changes to the slides. Review mid-sem document for presentation.
Week 16: hours					
18/06/25	2pm	3pm	1 hour	Team meeting before presentation	Prepare for presentation