|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME:** | **Genealogy Application / Website** | | |
| **STUDENT NAME:** | **Marco Giacoppo** | | |
| **STUDENT ID:** | **104071453** | **WEEK # (& dates covered):** | **Week 6 (02/09/2024 – 05/09/2024)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **TASKS** | **STATUS** | **TIME SPENT** | **ACTION ITEM/NOTE** |
| Attended the seminar | Completed | 1 hour |  |
| Meeting with supervisor and talked about updates | Completed | 30 minutes |  |
| Meeting with client to talk about the requirements | Completed | 1 hour |  |
| Had a meeting with most of the team member | Completed | 2 hours |  |
| Discussed on how to tackle this new topic and what to do throughout the break | Completed | 2 hours |  |
| **TOTAL WEEKLY TIME SPENT** |  | **8 hours 15 minutes** |  |

|  |  |
| --- | --- |
| **TASKS PLANNED FOR NEXT WEEK** | **EXPECTED COMPLETION** |
| Start researching on the new topic | End of week 7 |
| Tweak all the stuffs on confluence, jira, etc. | End of week 7 |

**Summary/weekly reflection for Week #:**

* *Attended the seminar and have some ideas on what to do.*
* *Had a meeting with Harsharan and discussed on what to do for the new topic*
* *Had a meeting with some of the group members regarding this*
* *Discussed on how to approach and start to delegate work to each other*
* *Had a meeting with the client and asked about the project just so we have a big idea on what he wants*
* *Had another meeting with everyone to discuss on the topic*