

## Week Commencing 13/07/2025

@Jason

### Progress on assigned tasks:

Assessment one is ready for submission now, after the work we have all contributed to this week.

### Any blockers or challenges:

None

### Any help needed from others:

No But happy to help others if needed

### My plan for the week:

It involves considering the structure required for the final assessment and ensuring all tasks are covered to complete it on time. I will also spend some time thinking about the Analytics dashboard included in the requirements document. Additionally, I will review the design integration documentation.

### Other:

@Gareth Du Plooy

### Progress on assigned tasks:

First assignment – reviewed and submitted. This week cleaned up language and ensured the document remained inline with the scope of the project. Added additional information where necessary.

### Any blockers or challenges:

Minor challenge – Time zone difference, as well as last minute work requirements lead to asynchronous messaging and follow ups leading to minor delays on my part.

### Any help needed from others:

No, but the team assisted each other wherever they could.

### My plan for the week:

Review the course content on UML Modelling and begin identifying critical workflows for each user (Delegate, Exhibitor, Speaker, Moderator, Admin).

Work with @Cecile Wong on swimlane/decision-based flowcharts.

Other:

@Mark Phillips

Progress on assigned tasks:

As stated first assignment is ready to go – reviewed and all good from my side. This week added appendices, initial references and update copy where applicable.

Any blockers or challenges:

None

Any help needed from others:

None required

My plan for the week:

Work on the initial phase of the ERD and work with @Cecile Wong in relation to user flows

Other:

@Cecile Wong

Progress on assigned tasks:

- All references for Assignment 1 are ready and can be pasted directly into the document.
- I held off on doing this myself to avoid affecting the integrity or formatting of the final file, but I'm happy to assist if needed.

Any blockers or challenges:

- I experienced some technical issues earlier in the semester (my module disappeared for 2–4 months), which caused delays in staying fully on track.
- However, I'm now back on the module and fully engaged.
- Catching up in the module since they have just regained my access.

Any help needed from others:

My team members were amazing and did such great work! I'd appreciate a quick check or review of the reference. I'm happy either way if we don't include them.

My plan for the week:

@Jamie Pointon and I will be focusing on the admin panel flow and mockups for the admin interface, including event setup, moderator role management, and user access control.

@Mark Phillips and I'll also work on the feedback and analytics flow, mapping how admins access post-event analytics (e.g., turnout stats, performance), exhibitors review lead capture data and delegate feedback and feedback submission is managed for delegates and speakers.

Other:

@Jamie Pointon

Progress on assigned tasks:

Any blockers or challenges:

Any help needed from others:

My plan for the week:

Other:

@Susie Heaton

Progress on assigned tasks:

I have started reviewing the teams system requirements and will propose any additions based on my previous work for A1. So far I have noted a few and will create a word document detailing them and their justifications, then the team can discuss and decide on any points they feel will be useful for the work.

**\*\*Update - this is now complete and is loaded in Confluence under the requirements documentation > Requirements Comparison. \*\***

I plan to be exploring how the software will interact with third-party sources tomorrow and this will continue into next week.

Any blockers or challenges:

Currently on holiday - I am planning to work during this holiday but I may be slower to reply during the day on teams. This will only be during the day hours.

Any help needed from others:

None currently, but I am sure I will have many questions I will feed into the teams chat as and when 😊

My plan for the week:

Settle into the team, familiarise myself with the ideas and plans already created, the working style of the group, and also supporting the team by beginning my assigned tasks.

Other:

Just want to say a big thank you to all for your warm welcome.