

## Week Commencing 27/07/2025

@Jason

Progress on assigned tasks:

I created a plan showing how each task flows into the next to give the team a clear visual overview of progress. I also finished drafting the personas, which are ready for final review and feedback.

Any blockers or challenges:

None at this stage.

Any help needed from others:

Feedback on the personas would be appreciated to confirm accuracy and completeness.

My plan for the week:

I'll spend time reviewing the class diagrams and making sure they accurately reflect the ERDs.

Other:

None this week.

@Gareth Du Plooy

Progress on assigned tasks:

5 charts created and submitted for review.

7 Charts still to create and submit.

Any blockers or challenges:

No. I am moving house and have increased hours at work this week however, but will work around it to try and submit the final few flow charts for review.

Any help needed from others:

Reviews are being done by Jason when he has time.

My plan for the week:

Complete the flow charts before the end of the week and implement any recommended changes.

Other:

@Mark Phillips

Progress on assigned tasks:

ERDs update this week based on feedback from other Member - good to see progress on other artefacts which highlighted changes required - that needed to be modelled

This includes Feedback and Event role management.

Any blockers or challenges:

None

Any help needed from others:

Reviewing other artefacts from other member helped to pinpoint some missing areas

My plan for the week:

Continue with ERD modelling - should I feel hopefully be stabilised this week.

Other:

@Cecile Wong

Progress on assigned tasks:

Admin Flow and Feedback flow re-done and ready to check.

Any blockers or challenges:

I bought a house and am moving, so I have increased hours at work this month. I am also going on holiday to Vietnam to see my family and have a hen do. I will continue to work on the projects, and having the leader pinpoint what needs to be done and when helps.

Any help needed from others:

Reviews are being done when teammates have time.

My plan for the week:

UML Activity Diagrams with @Gareth Du Plooy . I am going to continue to work on my skills on my Frontend developer role.

Other:

@Jamie Pointon

Progress on assigned tasks:

- Added session q&a, live, registration and agenda views [Session-agenda](#)
- Addressed feedback for landing pages [Landing pages revision 1](#)

Any blockers or challenges:

None

Any help needed from others:

None

My plan for the week:

Reviewed recent documentation and created designs on the discussed event registration

Other:

@Susie Heaton

Progress on assigned tasks:

50% complete with exploring defined cost implications of interacting with third party services vs. completing all (or most) work in house. I expect this to be complete well before end of this week.

Any blockers or challenges:

None currently

Any help needed from others:

Feedback once complete.

My plan for the week:

Continue exploring the direct costs, include some cost estimates for some examples of third party services and compare that with the costs of completing this in house. Discuss the costs vs the benefits.

Other: