Time Tracking System

Sustainable Work through Women-in-tech Application for Older Women in Malaysia and Thailand: Integrating Action Research and Design Science Approach

Name of application	Google Sheets
Brief description of the application	A spreadsheet application offered by Google. It is an application widely used, along with Microsoft Excel, to organise, analyse and store data in tabular forms and one of the most obvious applications to be used to track time.
Link	https://docs.google.com/spreadsheets/d/1iQlX5RFmFWVq O7xAwMWWikDhHAFKbuOjb9lqCxCCHlc/edit#gid=32169 1491

Guidelines

Each Agile team will be entitled to have their own page in the spreadsheet, where they could record the task done respective to their own team. In each spreadsheet, a time tracking table is included per sprint which holds all required information each member needs to fill in. Every member is expected to fill in the spreadsheet whenever doing work, research or attending meetings related to the project. Aside from writing the time spent on a project task, each member also needs to specify the date, which feature is being worked on, and which corresponding sub task is being done. Other than that, they would also need to specify if any breaks were taken when working on the task and whether they are able to finish the task within the time they have taken.

In regard to the following information, each Agile team will be responsible to create a new time spreadsheet on a separate page for every new sprint. Each page tab would have the following indication "Team Name + Sprint number" to indicate which page holds the time spreadsheet for which sprint for the rest of the project. This way it would be relatively easy to keep track of each members' contribution based on each sprint. Lastly, at the end of each sprint, a representative of each Agile team would need to combine the time in hours each member spent on the sprint per team and will be recorded in the overall project time spreadsheet on a separate page. This page would hold all the information of the time spent by each member for every sprint

Justification

One of the reasons we have chosen the following application is due to the fact each member has already familiarised themselves and have a standard understanding on how the application works. Therefore, everyone would be expected to not have much difficulty navigating and using the application. Google Sheets is also known for its ability to collaborate, so multiple members can edit and view on the same document at the same time. Other than that, Google Sheets also have their built-in formulas and functions which

makes it easier to do any simple or complex calculation, such as the summation of hours taken by each member.

Moreover, it is also a strong tool for analysing data which makes our task easier if we were required to convert the data into graphs or charts and we are free to customise on how we would like the data to be represented in the time spreadsheet. With that being said, by using the spreadsheet, it helps one to stay focused on one task at a time and also view where the given efforts are going. One would also have a better control over their time as it helps us to stay on schedule.