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| **FACTS** | **IDEAS** | **LEARNING ISSUES** | **ACTION** | **DATELINE** |
| What we know about the task | What do we need to find out? | | Who is going to do it? | Week 6 |
| Team setup - Github | How to ensure easier coding collaboration and project management  To setup organization, add collaborators  To set Pull Request and Merges process | | Mohd Hafiidz Hassan | Week 6 |
| Team setup – Microsoft Teams | The purpose and method of communication and collaboration. | | Chong Chia Hsing | Week 6 |
| Team setup – personality tests | To get to know team members | | Chong Chia Hsing, Gary Yee Siew Wah, Yu Lin Lei | Week 6 |
| Team canvas basic | To define the goals, roles, values, and rules for the team. | | Chong Chia Hsing, Gary Yee Siew Wah | Week 6 |
| End user persona diagram | To build a context for the end users | | Chong Chia Hsing | Week 6 |
| Team Logo | Just team logo | | Chong Chia Hsing | Week 6 |
| Define Problems | Identify the problem to be resolved by the project | | Chong Chia Hsing, Yu Lin Lei, Gary Yee Siew Wah | Week 6 |
| Resources (Literature reviews) related to problems | Inspect the validity of the problems proposed based on existing literature or online article. | | Chong Chia Hsing, Gary Yee Siew Wah |  |