**Criterion B: Record of tasks**

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| Date | Action | Details | Comments/Follow up | Completed Date | Criterion |
| June2018 | Initial discussion with the Comp sci teacher | After Completing discussion with my com sci teacher my ideas were approved | -------------- | 25 june 2018 | A |
| July 2018 | Make an appointment to talk to Kanthi |  |  |  | A |
| 24 july 2018 | Preliminary  Discussion with Kanthi | kanthi Mentioned He wanted organize a method of Project allocation to students and make a report this may need an ICT solution | Carry out research into similar situations to kanthi | 7 Aug | A |
| Aug-Sept  2018 | Interview with Kanthi | Solutions were discussed and database was choosen | Look at examples of databases on the web and in the Access software | 22 sept | A |
| Oct 2018 | Second meeting with Kanthi | First draft designs completed and approved by Kanthi . We agreed on what He needs for the final product | Check that Kanthi has the information for the database | 15 Oct | B |
| Oct 2018 | Agree on a schedule for developing the product | Project schedule developed indicating key milestones in discussion with Kanthi | --------------- | 26 Oct | B |
| Oct 2018 | Design the product | Detailed product designs developed in discussion with Kanthi | Think about how to test the product | 5 Nov | B, D |
| Nov 2018 | Develop the product (start) |  |  |  | B,C,D |
| Nov 2018 | Create the table structure, add data and create queries for preliminary testing Create other queries | Test plan to be developed to ensure functions as intended | Check referential integrity and potential update anomalies | 19 Nov | B,C,D |
| Nov 2018 | Complete Forms | Testing as being developed | As above |  | C, D |
| Dec 2018 | Product completed | Discussions with Kanthi as required during the development of the product | Investigate copyright issue involved with the use of images | 1 Dec 2018 | C, D |
| Dec 2018 | Solution tested | Database handed to Nicole and tested to see if it works | Make changes requested by Kanthi | 3 Dec 2018 | C, D |
| Dec 2018 | Solution handed over to Kanthi with training | Spent a morning with Kanthi in how to use and database | Kanthi was pleased how easy the product was to use | 4 Dec 2018 | C, D |
| Dec 2018 | Feedback received from Kanthi | Kanthi gave feedback on whether the product met her needs | Kanthi was very pleased with the product |  | A, B, E |
| Dec 2018 | Ideas for improving the database | Following the feedback from Kanthi. recommendations were made for further improvements to the database. |  |  | E |