**11.1. Diary – YOURNAME COMESHERE**

|  |  |
| --- | --- |
| Date | 4/03/2015 |
| Action | Gathered together a group of four skilled individuals. |
| Time Expected | 2 weeks. |
| Time Taken | 3 days. |
| Problems | I needed to find people with specific skills to make a well-rounded team. I would like to have one more member on the team. |
| Solutions | I analysed the project beforehand and declared how many members we needed to fill each role. I will look for a fifth person as soon as possible. |

|  |  |
| --- | --- |
| Date | 4/03/2015 |
| Action | I emailed out the contact details and method to all of the group members. |
| Time Expected | 2 minutes. |
| Time Taken | 2 minutes. |
| Problems | None. |
| Solutions | None. |

|  |  |
| --- | --- |
| Date | 4/03/2015 |
| Action | Briefly discussed possible paths and options for the project based off of what we currently know is required of us with the other team members. |
| Time Expected | 10 minutes. |
| Time Taken | 5 minutes. |
| Problems | We don’t know much about the project at the current date. |
| Solutions | We will speak with the client next week. |

|  |  |
| --- | --- |
| Date | 11/03/2015 |
| Action | I found a fifth person to join the team as a chief programmer. |
| Time Expected | 2 weeks. |
| Time Taken | 3 days. |
| Problems | None. |
| Solutions | None. |

**MAKE SURE EACH ONE HAS 2 SPACES IN BETWEEN THEM. JUST COPY/PASTE THE TABLES AND FILL IN THE DETAILS YOURSELF IN THIS FORMAT.**