**WEEK 1 INDIVIDUAL WORK LOG**

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| **Project Name:** | ICT | **Student Name:** | Rubie Stannard |
| **Student ID:** | 103982732 | **Week Number:** | 1 |

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| **Tasks** | **Status** | **Time Spent** |
| Team agenda | Not started | 0 minutes |
| Get team information | Completed | 10 minutes |
| **Total Weekly Time Spent:** | | 10 minutes |

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| **Tasks Planned for Next Week** | **Expected Completion** |
| Team agenda | Tuesday 5:00PM |

**Weekly Reflection:**

* The key task done for week 1 was forming a team, setting up a method of communication with the team, and getting their information such as email addresses.
* A key thing learnt about the ICT project was that we could pick from a software development or cybersecurity-oriented take on the project.

**WEEK 2 INDIVIDUAL WORK LOG**

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| **Project Name:** | Software Development | **Student Name:** | Rubie Stannard |
| **Student ID:** | 103982732 | **Week Number:** | 2 |

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| **Tasks** | **Status** | **Time Spent** |
| Portfolio Task 1 | Completed | 3 hours |
| Google Drive creation | Completed | 10 minutes |
| GitHub setup | Completed | 10 minutes |
| **Total Weekly Time Spent:** | | 3 hours 20 minutes |

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| **Tasks Planned for Next Week** | **Expected Completion** |
| Portfolio Task 2 | Friday 5:00PM |

**Weekly Reflection:**

* A key task done this week was the Portfolio Task 1 assignment.
* The Tuesday workshop and Friday facilitator meeting were attended this week. The team didn’t have a separate meeting as all the work for this week was completed.
* The key things learnt about the software development project were some aspects that may be needed, such as SQL databases, and the different languages we might need to use.
* One minor issue this week was a new member joining the group as we now need to find ways to accommodate this new member after the roles had been sorted.

**WEEK 3 INDIVIDUAL WORK LOG**

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| **Project Name:** | Software Development | **Student Name:** | Rubie Stannard |
| **Student ID:** | 103982732 | **Week Number:** | 3 |

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| **Tasks** | **Status** | **Time Spent** |
| Portfolio Task 2 | Completed | 3 hours |
| Creating documents for other portfolio tasks | Completed | 30 minutes |
| Week 3 meeting minutes | Completed | 20 minutes |
| **Total Weekly Time Spent:** | | 3 hours 50 minutes |

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| **Tasks Planned for Next Week** | **Expected Completion** |
| Portfolio Task 3 | Friday 5:00PM |
| Week 4 work log | Friday 5:00PM |
| Week 4 meeting minutes | Friday 12:30PM |

**Weekly Reflection:**

* Key tasks done this week were the project specifications portfolio task and the week 3 work log.
* Things attended this week were the Tuesday 12:30PM workshop, the Friday 10:30AM facilitator meeting, and the team meeting on Discord at 11:30AM on Friday.
* An issue/problem this team has faced is getting everything finished the day the assignments are due. We get it done, but there isn’t enough time to do everything.

**WEEK 4 INDIVIDUAL WORK LOG**

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| **Project Name:** | Software Development | **Student Name:** | Rubie Stannard |
| **Student ID:** | 103982732 | **Week Number:** | 4 |

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| **Tasks** | **Status** | **Time Spent** |
| Portfolio Task 3 | Completed | 2 hours |
| Week 4 meeting minutes | Completed | 30 minutes |
| Week 4 work log | Completed | 10 minutes |
| Portfolio task 4 document creation | Completed | 20 minutes |
| **Total Weekly Time Spent:** | | 3 hours |

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| **Tasks Planned for Next Week** | **Expected Completion** |
| Week 5 work log | Friday 5:00PM |
| Week 5 meeting minutes | Friday 12:30PM |
| Code page creation | Sunday |

**Weekly Reflection:**

* Key tasks done this week was the project plan portfolio task four, and the week 4 work log.
* Things attended this week were the Tuesday 12:30PM workshop, the Friday 10:30AM facilitator meeting, and the team meeting on Discord at 11:30AM on Friday.
* An issue the team faced was Dylan being behind in communication, but not the tasks. He completed the tasks assigned to him but didn’t communicate his progress.

**WEEK 5 INDIVIDUAL WORK LOG**

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| **Project Name:** | Software Development | **Student Name:** | Rubie Stannard |
| **Student ID:** | 103982732 | **Week Number:** | 5 |

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| **Tasks** | **Status** | **Time Spent** |
| Week 5 meeting minutes | Completed | 10 minutes |
| Week 5 work log | Completed | 15 minutes |
| Page creation for the code | Completed | 30 minutes |
| Website prototype | Completed | 3 hours |
| Trello set up | Completed | 15 minutes |
| **Total Weekly Time Spent:** | | 4 hours 10 minutes |

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| **Tasks Planned for Next Week** | **Expected Completion** |
| Week 6 work log | Friday 5:00PM |
| Week 6 meeting minutes | Friday 12:30PM |

**Weekly Reflection:**

* Key tasks done this week were completing the prototype and creating all of the pages needed for the website.
* Things attended this week were the 12:30PM workshop on Tuesday, and the supervisor meeting on Friday at 10:30AM.
* The only issue faced this week was the fact that some team members are trying to rush the process of the sprint, therefore pressuring other members to finish tasks before they need to be.

**WEEK 6 INDIVIDUAL WORK LOG**

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| **Project Name:** | Software Development | **Student Name:** | Rubie Stannard |
| **Student ID:** | 103982732 | **Week Number:** | 6 |

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| **Tasks** | **Status** | **Time Spent** |
| Week 6 meeting minutes | Completed | 10 minutes |
| Week 6 work log | Completed | 15 minutes |
| Trello update | Completed | 10 minutes |
| GitHub management | Completed | 5 minutes |
| Coding | In progress | 30 minutes |
| **Total Weekly Time Spent:** | | 1 hour 10 minutes |

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| **Tasks Planned for Next Week** | **Expected Completion** |
| Week 7 work log | Friday 5:00PM |
| Week 7 meeting minutes | Friday 12:30PM |
| Sprint 1 peer review | Friday 5:00PM |
| Portfolio task 4 | Friday 8:00PM |

**Weekly Reflection:**

* Key tasks done this week was the Trello board update and starting the code.
* Things attended this week were the Tuesday 12:30PM workshop, and the Friday 10:30AM supervisor meeting.
* An issue faced this week was the lack of communication from Dylan and Qiao. They were the last 2 members who needed to join the Trello board and get up to date with the project progress.

**WEEK 7 INDIVIDUAL WORK LOG**

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| **Project Name:** | Software Development | **Student Name:** | Rubie Stannard |
| **Student ID:** | 103982732 | **Week Number:** | 7 |

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| **Tasks** | **Status** | **Time Spent** |
| Week 7 meeting minutes | Completed | 10 minutes |
| Week 7 work log | Completed | 15 minutes |
| Trello update | Completed | 5 minutes |
| GitHub management | Completed | 5 minutes |
| Sprint 1 peer review | Completed | 20 minutes |
| Portfolio task 4 | Completed | 3 hours |
| **Total Weekly Time Spent:** | | 3 hours 55 minutes |

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| **Tasks Planned for Next Week** | **Expected Completion** |
| Week 8 work log | Friday 5:00PM |
| Week 8 meeting minutes | Friday 12:30PM |

**Weekly Reflection:**

* Key tasks done this week was Portfolio Task 4, the peer review, and the week 7 worklog.
* This week I attended the supervisor meeting on Friday at 10:30AM.
* An issue faced this week was the team being behind in terms of the sprint 1 plan. The code was supposed to be complete, but it wasn’t.

**WEEK 8 INDIVIDUAL WORK LOG**

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| **Project Name:** | Software Development | **Student Name:** | Rubie Stannard |
| **Student ID:** | 103982732 | **Week Number:** | 8 |

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| **Tasks** | **Status** | **Time Spent** |
| Week 8 work log | Complete | 10 minutes |
| Week 8 meeting minutes | Complete | 10 minutes |
| Research Report | In progress | 2 hours |
| Coding | In progress | 30 minutes |
| **Total Weekly Time Spent:** | | 2 hours 50 minutes |

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| **Tasks Planned for Next Week** | **Expected Completion** |
| Week 9 work log | Friday 5:00PM |
| Week 9 meeting minutes | Friday 12:30PM |
| Research Report | Sunday 5:00PM |

**Weekly Reflection:**

* Key tasks done this week were progressing in the code.
* Things attended this week was the workshop on Tuesday at 12:30PM and the facilitator meeting on Friday at 10:30AM.
* No issues or problems with the team were faced this week.

**WEEK 9 INDIVIDUAL WORK LOG**

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| **Project Name:** | Software Development | **Student Name:** | Rubie Stannard |
| **Student ID:** | 103982732 | **Week Number:** | 9 |

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| **Tasks** | **Status** | **Time Spent** |
| Week 9 work log | Complete | 10 minutes |
| Week 9 meeting minutes | Complete | 10 minutes |
| Research Report | In progress | 3 hours |
| Code analysis | In progress | 30 minutes |
| Trello updating | Complete | 5 minutes |
| GitHub updating | Complete | 5 minutes |
| **Total Weekly Time Spent:** | | 4 hours |

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| **Tasks Planned for Next Week** | **Expected Completion** |
| Week 10 work log | Friday 5:00PM |
| Week 10 meeting minutes | Friday 12:30PM |
| Research Report | Not this week |

**Weekly Reflection:**

* Key tasks done this week were progressing in the code, and more of the research report done.
* Things attended this week were the Tuesday 12:30PM workshop, and the facilitator meeting at 10:30AM on Friday.
* A problem the team faced was Maxy being behind with the code and not being able to do all of the back-end PHP development like he said he’d be able to do.

**WEEK 10 INDIVIDUAL WORK LOG**

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| **Project Name:** | Software Development | **Student Name:** | Rubie Stannard |
| **Student ID:** | 103982732 | **Week Number:** | 10 |

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| **Tasks** | **Status** | **Time Spent** |
| Week 10 work log | Complete | 10 minutes |
| Week 10 meeting minutes | Complete | 10 minutes |
| Research Report | In progress | 2 hours |
| Coding | Complete | 6 hours |
| Portfolio task 5 | In progress | 30 minutes |
| **Total Weekly Time Spent:** | | 8 hours 50 minutes |

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| **Tasks Planned for Next Week** | **Expected Completion** |
| Week 11 work log | Friday 5:00PM |
| Week 11 meeting minutes | Friday 12:30PM |
| Research Report | Friday 5:00PM |
| Sprint 2 peer review | Friday 5:00PM |
| Portfolio task 5 | Friday 5:00PM |

**Weekly Reflection:**

* Key tasks done this week were completing as much of the code as I could, getting more of the research report done, and starting portfolio task 5.
* Things attended this week were the workshop on Tuesday at 12:30PM, and the supervisor meeting on Friday at 10:30AM.
* An issue/problem faced this week was the code not being complete at the end of sprit 2, and team members not listening to others about what tasks need to be done or what tasks certain members don’t have to worry about.

**WEEK 11 INDIVIDUAL WORK LOG**

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| **Project Name:** | Software Development | **Student Name:** | Rubie Stannard |
| **Student ID:** | 103982732 | **Week Number:** | 11 |

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| **Tasks** | **Status** | **Time Spent** |
| Week 11 work log | Complete | 10 minutes |
| Week 11 meeting minutes | Complete | 10 minutes |
| Research Report | Complete | 2 hours |
| Portfolio task 5 | Complete | 2 hours |
| Presentation | In progress | 30 minutes |
| **Total Weekly Time Spent:** | | 4 hours 50 minutes |

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| **Tasks Planned for Next Week** | **Expected Completion** |
| Week 12 work log | Friday 5:00PM |
| Week 12 meeting minutes | Friday 12:30PM |
| Start portfolio task 6 | Friday 31st at 5:00PM |
| Presentation | Tuesday 12:30PM |
| Sprint 2 peer review | Wednesday 5:00PM |

**Weekly Reflection:**

* Key tasks done this week were completing the research report, portfolio task, and starting the presentation.
* Things attended this week were the facilitator meeting on Friday at 10:30AM, and the Tuesday 12:30PM workshop.
* An issue faced was the number of files and folders for the code. This has to be put together, and it’s like a maze. Trying to put all of the code together is a challenge.

**WEEK 12 INDIVIDUAL WORK LOG**

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| **Project Name:** | Software Development | **Student Name:** | Rubie Stannard |
| **Student ID:** | 103982732 | **Week Number:** | 12 |

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| **Tasks** | **Status** | **Time Spent** |
| Week 12 work log | Complete | 10 minutes |
| Week 12 meeting minutes | Complete | 10 minutes |
| Portfolio task 6 | In progress | 3 hours |
| Sprint 2 peer review | Complete | 30 minutes |
| **Total Weekly Time Spent:** | | 3 hours 50 minutes |

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| **Tasks Planned for Next Week** | **Expected Completion** |
| Portfolio task 6 | Tuesday 28th at 5:00PM |

**Weekly Reflection:**

* A key task done this week was starting portfolio task 6, doing the sprint 2 peer review, and presenting in class.
* Things attended this week was the last workshop of the semester on Tuesday at 12:30PM, and the last facilitator meeting on Friday at 10:30AM.
* No issues or problems were faced during the last week of semester.